

# ***State of Nevada***



Department of Administration

**Enterprise IT Services**

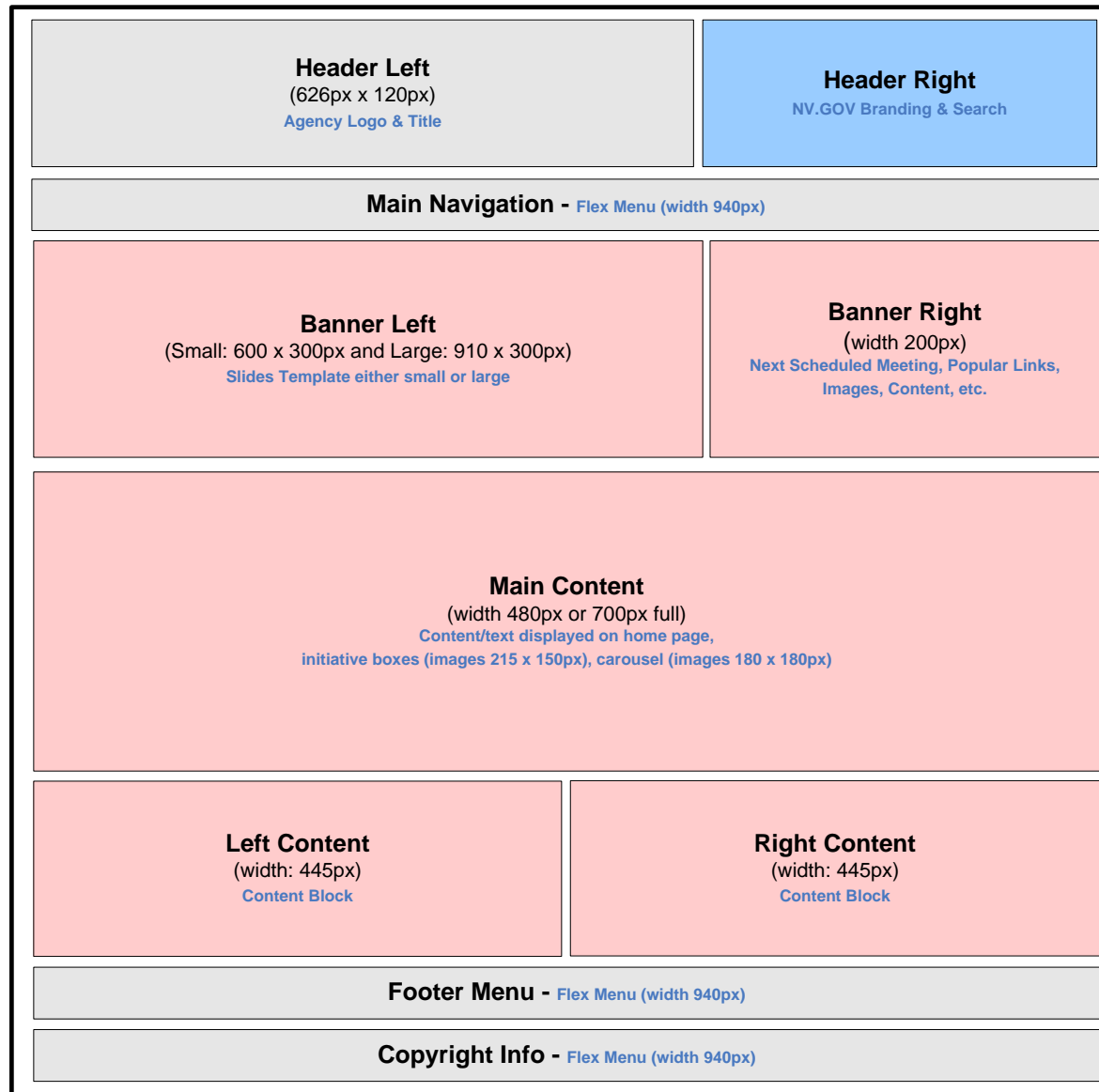
## ***Ektron Content Management System (CMS)***

### ***Basic Training Guide***

***May 22, 2013***

---

## Master Template – Home Page – default.aspx



### Site Setup in Setup Folder

**Logo** – Top header information Banner Logo Image (upload image to features folder)

#### Image Specifications:

- image files saved as PNG
- small size: 155px x 120 px
- large size: 625px x 120 px

**Agency Title** – Home page ID field

**Main Navigation** – Menu settings section Main Navigation (Top)

**Footer Menu** – Menu setting section Footer Menu (Bottom)

**Copyright info** – Menu Settings section Footer Menu (Bottom)

Do not recommend removal of NV.Gov Branding

### Areas Configurable in the Metadata Tab

**Banner Left** – Slides

**Banner Right** – Content/Images

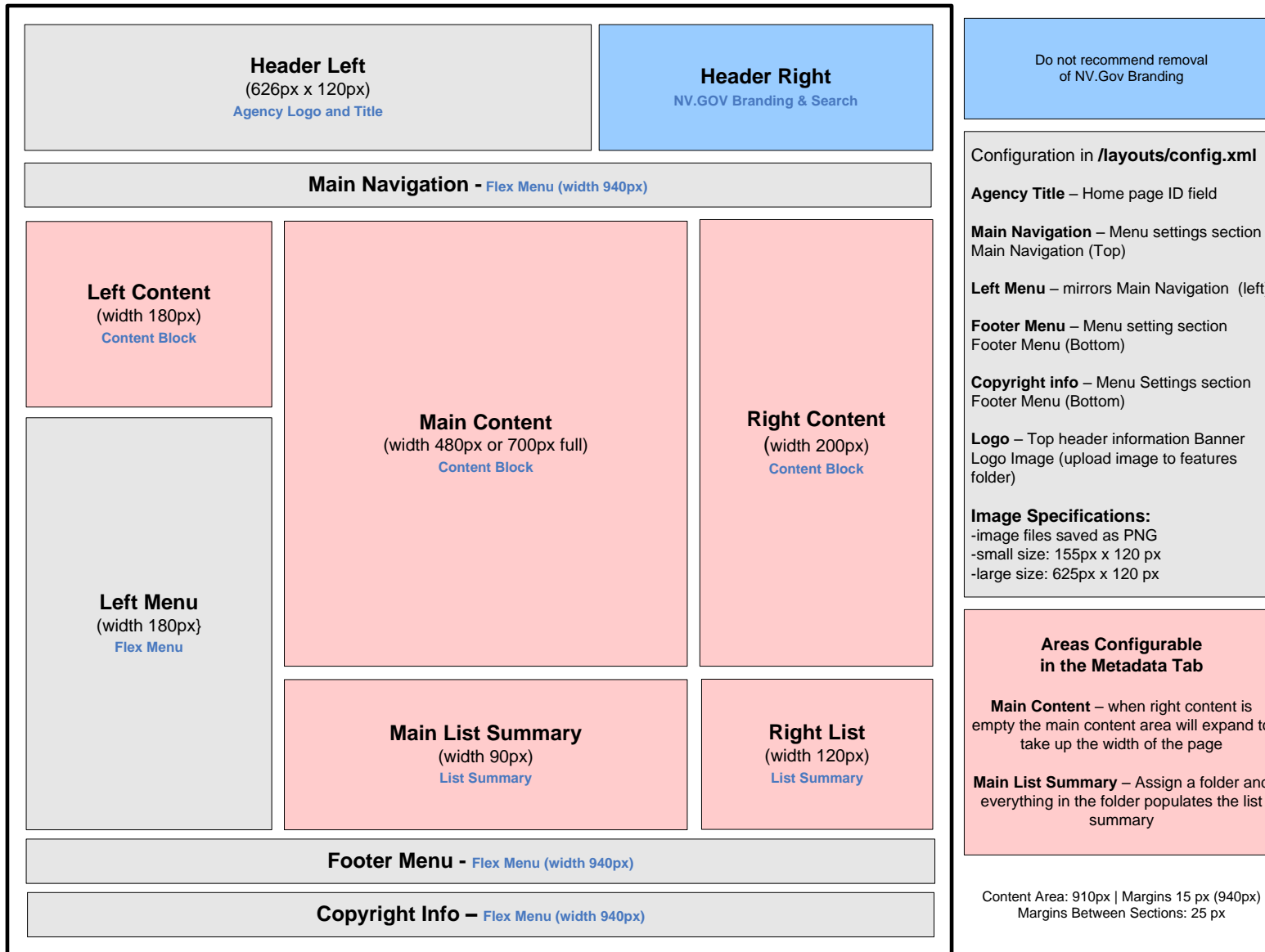
**Main Content** – when right content is empty the main content area will expand to take up the width of the page

**Main List Summary** – Assign a folder and everything in the folder populates the the Main Content Area.

**Left/Right Content** – two column format

Content Area: 910px | Margins 15 px (940px)  
Margins Between Sections: 25 px

## Master Secondary Template – PageStyle1.aspx – Page Template



# Basic Training Guide

## Table of Contents

<b>MASTER TEMPLATES .....</b>	<b>i &amp; ii</b>
<b>LOGGING IN AND NAVIGATING TO YOUR WEBSITE FOLDERS.....</b>	<b>1</b>
<b>ADD CONTENT TO A SMART FORM (EDIT CONTENT BLOCK).....</b>	<b>4</b>
<b>ADDING A SMART FORM TO YOUR WEBSITE.....</b>	<b>5</b>
<b>APPENDIX A – SMART FORM USAGE GUIDE .....</b>	<b>6</b>
<b>Section 1 - Some Smart Forms Available</b> (please click <a href="#">here</a> for additional forms as they become available)	
Staff List.....	7
Documents.....	8
Glossary.....	9
Links .....	10
Meetings (Agendas, Minutes & Attachments).....	11
Page.....	12
Press Release .....	13
Service Catalog.....	14
<b>Section 2 - Working With Smart Forms</b>	
Enter Content Using the Smart Form Guide for the Type of Smart Form you are Editing .....	15
Metadata Tab – Designate Keywords & Description .....	16
Publishing Content.....	17
How to Verify Content Appears as You Want It To .....	18
Overwriting (Replacing) a Document Previously Posted .....	19
Deleting a Document or an Image Previously Posted.....	23
Adding Content to a Smart Form .....	26
Add New Document to CMS – Option 1 .....	27
Option 2.....	34
Add New Image to CMS – Option 1 .....	40
Option 2.....	45
Add Image to HTML Content Block .....	50
Add Bullets or Numbering .....	55
How to Add a Table to a Smart Form .....	56
Smart Form Page Layouts.....	60
<b>ADDING NAVIGATION AND/OR NEW PAGES TO SITE .....</b>	<b>62</b>
<b>ADD MENU CATEGORIES, ITEMS TO DROP-DOWN MENUS, LEFT CONTENT NAVIGATION .....</b>	<b>63</b>
<b>LOGGING OUT .....</b>	<b>64</b>

# Logging In and Navigating to Your Website Folders

Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials.

The screenshot shows the NV.gov Web Staging Environment interface. The header includes the NV.gov logo and navigation links for Agencies, Jobs, and About Nevada. The main content area features a blog post titled "Official State Webteam Blog" and a "Work Area Login" button. A yellow callout box points to the "Work Area Login" button with the text "Clicking on this....". Below the blog post, there is a "Sync to Production Status" section and an "Agency" Template Version section. A second screenshot is overlaid on the bottom, showing a "CMS400 Login" dialog box with fields for User (glyon) and Pwd (password). A yellow callout box points to the "Login" button in the dialog box with the text "...will cause the login dialog to appear." The bottom of the page features a navigation menu with links for Executive, Legislature, Alerts, Help, and About Nevada.

Enterprise Information Technology Services  
Web Staging Environment

8.0 ENVIRONMENT DEMO WEBSITE SITE STATUS

Official State Webteam Blog

Welcome to 8.5 and to our New Blog  
11/3/2011 09:28:29 AM

Welcome to our new blog and to the latest version of Ektron 8.5. We plan to provide information here on our blog related to the system status, enhancements and pointers of how to develop great looking pages. We also will post on the right side the current sync status, system down maintenance schedule and other related information. We hope you will like the new system and our new way of communication to content contributors and editors. The Webteam.

Posted by Anthony Marcin

Work Area Login  
login

Sync to Production Status

9am Sync: 1/5/2012 @ 9:00:03 AM  
12pm Sync: 1/6/2012 @ 12:09:52 PM  
3pm Sync: 1/5/2012 @ 3:00:06 PM  
6pm Sync: 1/5/2012 @ 6:00:17 PM

"Agency" Template Version  
Current Build: 2.1.005  
Build Date: 12-20-11

Executive  
Governor  
Lt. Governor  
Attorney General  
State Treasurer  
State Controller  
Secretary of State

Legislature  
Legislature Website  
Legislature Meetings  
Find Your Legislator  
Nevada State Senate  
Nevada Assembly

Alerts  
Amber Alerts  
Fight Fraud  
Weather Alerts  
211 - Service Information  
511 - Road Conditions  
911 - Emergency Help

Help  
Homework Help  
Nevada Maps  
USA.gov

About Nevada  
Tourism Information  
Economic Development  
Start a Business  
Find a Job  
Nevada Colleges & Universities

The Official State of Nevada Website  
Copyright ©2011 State of Nevada - All Rights Reserved

Select the "Workarea" button...

Enterprise Information Technology Services  
Web Staging Environment

8.0 ENVIRONMENT DEMO WEBSITE SITE STATUS

Official State Webteam Blog

Welcome to 8.5 and to our New Blog  
11/3/2011 09:28:29 AM

Welcome to our new blog and to the latest version of Ektron 8.5. We plan to provide information here on our blog related to the system status, enhancements and pointers of how to develop great looking pages. We also will post on the right side the current sync status, system down maintenance schedule and other related information. We hope you will like the new system and our new way of communication to content contributors and editors. The Webteam.

Posted by Anthony Marcin

Work Area Login

logout workarea preview

Sync to Production Status

9am Sync: 1/5/2012 @ 9:00:03 AM  
12pm Sync: 1/6/2012 @ 12:09:52 PM  
3pm Sync: 1/5/2012 @ 3:00:06 PM  
6pm Sync: 1/5/2012 @ 6:00:17 PM

"Agency" Template Version

Current Build: 2.1.005  
Build Date: 12-20-11

Executive Legislature Alerts Help About Nevada

Governor  
Lt. Governor  
Attorney General  
State Treasurer  
State Controller  
Secretary of State

Will open a new window displaying the Ektron workarea.

CMS400 Workarea for glyon - Mozilla Firefox

staging.nv.gov/WorkArea/workarea.aspx?LangType=10333&page=content.aspx&ContentNav={0}&treeVisible=Content&action=ViewContentByCategory&id=0

Desktop Content Library Settings Reports Help

ektron  
Version: 8.50 SP1 (Build 8.5.0.356)

Folders

- admin.nv.gov
- Agency.nv.gov
- alcohol.nv.gov
- Alerts
- AMBERAlert.nv.gov
- barber.nv.gov
- beltca.nv.gov
- bop.nv.gov
- boxing.nv.gov
- budget.nv.gov
- capitolpolice.nv.gov
- chirobd.nv.gov
- cosmetology.nv.gov
- crimecommission.nv.gov
- crptr.nv.gov
- dairy.nv.gov
- dem.nv.gov
- dps.nv.gov
- energy.nv.gov
- fire.nv.gov
- funeral.nv.gov
- laudits.nv.gov
- IT.nv.gov
- marriage.nv.gov
- massagetherapy.nv.gov
- med.nv.gov
- motorpool.nv.gov
- ndow.org
- nhp.nv.gov
- nitro.nv.gov
- npac.nv.gov
- nsbla.nv.gov
- NV.gov
- midbo.nv.gov
- nurepository.nv.gov
- ocj.nv.gov
- optometry.nv.gov

Taxonomies  
Collections  
Menus

View Contents of Folder "Root"

NEW	VIEW	ACTION				
Title	Content Type	Language	ID	Status	Date Modified	Last Editor

CMS400 Workarea for glyon - Mozilla Firefox

staging.nv.gov/WorkArea/workarea.aspx?LangType=1033&page=content.aspx&ContentNav=\\&TreeVisible=Content&action=ViewContentByCategory&id=0

Desktop Content Library Settings Reports Help

ektron  
Version: 8.50 SP1 (Build 8.5.0.356)

**Folders**

- optometry.nv.gov
- ots.nv.gov
- p16.nv.gov
- play.nv.gov
  - content
    - Admin
    - audits.nv.gov
    - Beltca.nv.gov
    - Dairy.nv.gov
    - Diana
    - DPS.nv.gov
    - energy.nv.gov
    - Fire.nv.gov
    - Gary
    - Home
      - Pages
        - User 1
        - User 10
        - User 2
        - User 3
        - User 4
        - User 5
        - User 6
        - User 7
        - User 8
        - User 9
    - home
      - Features
      - Judy
      - Linda
      - motorpool.nv.gov
      - PublicWorks.nv.gov
      - purchasing.nv.gov
      - SSBCI
      - Taxicab.nv.gov
      - Test
      - training.nv.gov
    - podiatry.nv.gov
    - post.nv.gov

**View Contents of Folder "User 1"**

NEW VIEW DELETE ACTION

Title	Content Type	Thumbnail	Size	Version	Date	Last Editor
Carousel	Smart Form				06:44 AM	GLyon, GLyon
Documents	Smart Form				50:50 AM	GLyon, GLyon
Glossary	Smart Form				49:49 AM	GLyon, GLyon
Initiative Box	Smart Form				54:44 AM	GLyon, GLyon
Links	Smart Form: Links		1302	A	1/9/2012 8:49:00 AM	GLyon, GLyon
Meetings and Agendas	Smart Form: Meetings & Agendas		1304	A	1/9/2012 8:50:18 AM	GLyon, GLyon
Page	Smart Form: Page		1306	A	1/9/2012 8:51:26 AM	GLyon, GLyon
Press Release	Smart Form: Press Release		1307	A	1/9/2012 8:51:59 AM	GLyon, GLyon
Slides	Smart Form: Slides		1309	A	1/9/2012 8:53:37 AM	GLyon, GLyon
Social Media Links	Smart Form: Social Media Links		1312	A	1/9/2012 8:55:15 AM	GLyon, GLyon
Staff List	Smart Form: Staff List		1308	A	1/9/2012 8:52:51 AM	GLyon, GLyon
Tabs	Smart Form: Tabs		1313	A	1/9/2012 8:55:43 AM	GLyon, GLyon

**Select the plus sign (+) next to your domain name (i.e. play.nv.gov) and navigate to the folder where the page you want to edit is located.**

Taxonomies  
Collections  
Menus

# Add Content to a Smart Form (Edit Content Block)

The image consists of two screenshots of the CMS400 Workarea for glyon, illustrating the steps to edit a Smart Form content block.

**Top Screenshot:** The 'View Contents of Folder "User 1"' window displays a table of Smart Forms. A yellow callout box with the text "Click on the type of Smart Form you want to edit," points to the 'Page' row in the table. The table columns include Title, Content Type, Language, ID, Status, Date Modified, and Last Editor.

Title	Content Type	Language	ID	Status	Date Modified	Last Editor
Carousel	Smart Form: Carousel					
Documents	Smart Form: Documents					
Glossary	Smart Form: Glossary					
Initiative Box	Smart Form: Initiative Box	US	1311	A	1/9/2012 8:54:44 AM	GLyon, GLyon
Links	Smart Form: Links	US	1302	A	1/9/2012 8:49:00 AM	GLyon, GLyon
Meetings and Agendas	Smart Form: Meetings & Agendas	US	1304	A	1/9/2012 8:50:18 AM	GLyon, GLyon
Page	Smart Form: Page	US	1306	A	1/9/2012 8:51:26 AM	GLyon, GLyon
Press Release	Smart Form: Press Release	US	1307	A	1/9/2012 8:51:59 AM	GLyon, GLyon
Slides	Smart Form: Slides	US	1309	A	1/9/2012 8:53:37 AM	GLyon, GLyon

**Bottom Screenshot:** The 'View Content "Page"' window shows the 'Edit' button in the toolbar at the top of the page. A yellow callout box with the text "...then select the 'Edit' button in the toolbar at the top of the page." points to the 'Edit' button. The toolbar also includes buttons for Properties, Content, Summary, Metadata, Alias, Comment, and Tasks.



## Adding a Smart Form to Your Website

---

In most cases your website will be pre-populated with the Smart Forms your agency has requested. The following procedures will allow you to add a new Smart Form in the event another is required. Refer to Appendix A for a list of currently available Smart Forms and guides and how they are intended to be used and where to enter content. You can also view available Smart Forms by going to the [Page Layouts – Smart Forms webpage](#).

If a Smart Form is listed in Appendix A or on the Page Layouts – Smart Forms webpage and does not appear in the **New > Smart Form drop-down menu for your site**, please contact Stateweb at (775) 684-7323.

## Appendix A – Smart Form Usage Guide

---

The following pages contain guides to selecting Smart Forms and adding content.

# Appendix A – Section 1 – Some Smart Forms Available

## Staff List Smart Form

### Smart Form: Staff List

The STAFF LIST smart form provides a uniform way to display your top most staff or sales team. Staff can be organized by location or category. Images are also an option but not required. The Organization title allows you to link to the organization if chosen and again is an option.

Page Title (optional):

Page Copy (optional, general copy located above links area):

Style (choose layout type):

☐ Style 1 ☐ Style 2 ☐ Style 3

Section

Title:

Description:

Staff

Name:

Title:

Biography:

Organization:



Organization URL: 

Photo: 

staff\_item

section

Page Style:

Style 1 – In a column format / orange theme. All fields are displayed.

Style 2 – In a column format / blue theme. All fields are displayed.

Style 3 – Currently no template has been defined for style 3.

### Page Style 1

1 Staff List

2 List of Members

3 Carson City Office

4 The Carson City Office Staff



Jeff Mohlenkamp

Director

Department of Administration

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? in ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturent, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.



David Gustafson

Director

Information Technology

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? in ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturent, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.



Teresa Thienhaus

Director

Human Resources

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? in ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturent, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.

# Documents Smart Form

## Smart Form: Documents

The DOCUMENTS smart form provides a uniform way to display your documents by category along with hosting multiple document types.

Page Title (optional):

Page Copy (optional, general copy located above links area):

Style (choose layout type):

☐ Style 1 ☐ Style 2

Documents

Category Title:

Category Description:

Document

Document Title:

Document Date:

Document Description:

File

Type:  
☐ File ☐ Online Form ☐ Fill able Form

File:

file\_item

document\_item

documents\_item

### Page Style:

Style 1 – In a column format / orange theme. All fields are displayed.

Style 2 – Currently no template has been defined for style 2.

Style 3 – Currently no template has been defined for style 3.

## Page Style 1

1

Documents

2

List of Documents page

3

General Documents

4

Here are some general documents

5

Document 1  
This is Document 1 Description

8 pdf | docx

Document 2  
Second Set of Documents

docx

Other Documents

Here are some other documents

Document 3  
Just another document

pdf | pdf

Document 4  
Last of the documents

docx

# Glossary Smart Form

## Smart Form: **Glossary**

The GLOSSARY smart form provides a uniform way to display your terms and definitions for your organization.

Page Title (optional):

Page Copy (optional, general copy located above links area):

Style (choose layout type):

☐ Style 1 ☐ Style 2

Glossary Item	
Term:	<input type="text"/>
Definition:	<input type="text"/>

 glossary\_item

### Page Style:


**Style 1** – Terms are on top line will the definition is indented below.

**Style 2** – Terms are embedded in the text in bold.

**Style 3** – Currently no template has been defined for style 3.

## Page Style 1

 Smart Form: Glossary - Style 1

 The following items are definitions for the IT Section.

### Communication Systems

 Provides primary public safety communication infrastructure support for State agencies, federal and local public safety entities operating in Nevada. Also provides communication transport services, microwave communication channels, mountaintop communication site space and engineering.

### Computer Operations

Provides computer-processing services (24 x 7 x 365) using various computing platforms, including mainframe and server farm. Also provides hosting of server hardware for agencies.

### Contract Administration

Responsible for developing and issuing Requests for Proposals that include information technology components, contract review and monitoring, and coordination and monitoring of State agency requests for IT consultants through the DoIT Master Service Agreements.

### Data Networking (SilverNet)

DoIT's statewide data network providing high-speed/broadband network connectivity services for State agencies, local and county governments. Secure services include high-speed internet access, dialup and Virtual Private Network connectivity.

## Page Style 2

 Smart Form: Glossary - Style 2

**Communication Systems:** Provides primary public safety communication infrastructure support for State agencies, federal and local public safety entities operating in Nevada. Also provides communication transport services, microwave communication channels, mountaintop communication site space and engineering.

**Computer Operations:** Provides computer-processing services (24 x 7 x 365) using various computing platforms, including mainframe and server farm. Also provides hosting of server hardware for agencies.

**Contract Administration:** Responsible for developing and issuing Requests for Proposals that include information technology components, contract review and monitoring, and coordination and monitoring of State agency requests for IT consultants through the DoIT Master Service Agreements.

**Data Networking (SilverNet):** DoIT's statewide data network providing high-speed/broadband network connectivity services for State agencies, local and county governments. Secure services include high-speed internet access, dialup and Virtual Private Network connectivity.

# Links Smart Form

## Smart Form: Links

The LINKS smart form provides several layout options for displaying a list of links on a page. The LINKS smart for also allows for categorizing the Links for an easier display just like the example displayed on the right.

Page Title (optional):

Page Copy (optional, general copy located above links area):

Style (choose layout type):

☐ Style 1 ☐ Style 2 ☐ Style 3 ☐ Style 4 ☐ Style 5

Category

Link Category (Optional):

Category Description:

Link

Link Title:

Link URL:



Link Description (optional):

link\_item

link\_category

Page Style:

**Style 1** – Displays all fields with no bullet icon for each item.

**Style 2** – Displays all fields and adds a graphic bullet to each link item

**Style 3** – Displays Cat in a bar style along with Description and Titles

**Style 4** – Currently not defined

**Style 5** – Displays only the Cat Title and Link Title.

## Links Style 1 Displayed

1 Smart Form: Links - Style 1

2 A sample of the Links Smart Form

3 State Links

4 List of State Links

5 State of Nevada

http://nv.gov

6 State of Nevada Home page

Governor's Office

http://gov.nv.gov

Official Governor's website

First Lady

http://firstlady.nv.gov

Official First Lady website

City Websites

List of City Related Websites

City of Reno

http://reno.gov

City of Reno's Website

City of Las Vegas

http://lasvegasnevada.gov

City of Las Vegas's Website

## Links Style 2

State Links

List of State Links

State of Nevada

http://nv.gov

State of Nevada Home page

Governor's Office

http://gov.nv.gov

Official Governor's website

First Lady

http://firstlady.nv.gov

Official First Lady website

## Links Style 3

State Links

List of State Links

State of Nevada

State of Nevada Home page

Governor's Office

Official Governor's website

First Lady

Official First Lady website

## Links Style 5

State Links

State of Nevada

Governor's Office

First Lady

City Websites

City of Reno

City of Las Vegas

# Meeting Information Smart Form

## Smart Form: Meetings

Page Title (optional):

Page Copy (optional, general copy located above links area):

Page Style: Home Style: Display Title Doc Home URL:

Style 1

Style 1

4

9

Meeting

Meeting Status: Active

Date:

Time: (HHMM AM/PM)

Description:

Notes:

5

5

6

Location

Type:

Address:

Room:

City:

Link

Location

7

7

7

location\_item

Document

Document Type:

Document Title:

File

Type

☐ Agenda ☐ Minutes ☐ Attachments

8

8

PDF

document\_item

meeting\_item

### Page Style:

Style 1 – In Table format / orange theme. Only field not displayed is Description.

Style 2 – In Table format / blue theme. Only field not displayed is Description.

Style 3 – In column format / gray theme. Only field not displayed is Description.

### Home Style:

Style 1 – In orange theme with date and time displayed.

## Page Style 1

### 1 Smart Form: Meetings and Agendas

2 This is an example of the Meetings and Agendas Smart Form.

Date	Location	Agenda	Minutes	Attachments
11/10/2011 08:00 AM	Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas	1   2		
11/01/2011 08:00 AM	2nd Floor - 401 N Carson Street - Carson City	1		1

## Page Style 2

Date	Location	Agenda	Minutes	Attachments
11/10/2011 08:00 AM	Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas	1   2		
11/01/2011 08:00 AM	2nd Floor - 401 N Carson Street - Carson City	1		1

## Page Style 3

11/10/2011 08:00 AM	Meeting of the Directors Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas Agenda: 1   2 Minutes: Attachments:
11/01/2011 08:00 AM	Board of Directors 2nd Floor - 401 N Carson Street - Carson City Agenda: 1 Minutes: Attachments: 1

## Home Style 1 (only displays on home page)

Next P16 Meeting

January 11, 2012@ 09:00 AM



# Page Smart Form

## Smart Form: Page

The PAGE smart form provides an easy way to display body of text. This is the simplest form and allows for choosing two header styles and adding photos to each paragraph on the left. The smart form currently provides for two page styles. Style 1 is a one column while Style 2 is a two column layout.

Page Title (optional):

Style (choose layout type):

☐ Style 1 ☐ Style 2

Paragraph

Header (Optional):

Header Style:

☐ <h2> ☐ <h3>

Paragraph:

Image:



page\_item

Page Style:

Style 1 – Displays only one column

Style 2 – Displays two columns

Paragraph Header:

<h2> – Displays in a bold font and has a line under the text.

<h3> – Displays in a smaller size and color with no line.

## Page Style 1 Displayed

1 Smart Form: Page

2 First Header Style (h2)

3 Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

2 Second Header Style (h3)

4



Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

## Page Style 2 Displayed

Smart Form: Page

Sample Page Content

This is an example of content for the page content.

First Header Style (h2)

Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

Second Header Style (h3)

Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

## Page 1 Style with multiple paragraphs

Page Layouts - Smart Forms

The smart form provides content contributions a form to populate a personal information page. The form provides for two paragraphs and pages. It also provides for the selection of two header styles.



Links

The smart form can be utilized to display a list of related links. The options include building links by category along with 3 layout options.

Meetings and Agendas

Meetings and Agendas smart form provides for three unique styles to display meetings, agendas and abstracts along with the date and time of each meeting. Content contributions can be added for the date and time of each meeting. It also provides for the selection of two header styles.

Press Releases

The press release section is a combination of using the template and the smart form. The smart form provides for three unique styles to display press releases along with the date and time of each release. Content contributions can be added for the date and time of each release. It also provides for the selection of two header styles.



# Press Release Smart Form

## Smart Form: Press Release

The PRESS RELEASE smart form provides a uniform way to display your press releases along with attachments related to the press release.

Press Title:

Press Sub Title:

Press Release Date:

Location (e.g. Carson City, NV):

Press Release Type: ☒ Press Release ☐ Media Advisory ☐ Appointment Announcement

Style (choose layout type):

☐ Style 1 ☐ Style 2 ☐ Style 3

☒ Paragraphs

Paragraph Header:

Paragraph:

paragraph\_item

☒ Attachments

☒ Images

Title:

☒ Documents / Links

Title:

documents

Page Style:

Style 1 – Terms are on top line will the definition is indented below.

Style 2 – Currently no template has been defined for style 2.

Style 3 – Currently no template has been defined for style 3.

## Page Style 1

☒ Press Release

**1 Governor Declares October Nevada History Month**

**2** Whole Month Declared

**4** Carson City, NV - September 30, 2011 **3**

**7** Governor Brian Sandoval signed a proclamation this afternoon declaring October Nevada History Month. Sandoval selected the month of October as history month because Nevada became a state on October 31, 1864.

"Nevada is a state with a rich history, borne of different Nevadans experiences," Governor Sandoval said. "Visiting a museum, a park, or reading a history book during this month can help Nevadans better understand their own families' Nevada history. History helps us understand all that we are today."

**6** Proclamation Signed

Governor Brian Sandoval signed a proclamation this afternoon declaring October Nevada History Month. Sandoval selected the month of October as history month because Nevada became a state on October 31, 1864. During history month, Sandoval will be tweeting historic trivia every day from his twitter account @GovSandoval using the #nvhistmo hashtag.

Attachments

**8** Image 1



**9** Document 1

Document 2

Link 1

# Service Catalog Smart Form

## Smart Form: Service Catalog

Page Title:

Page Paragraph:

Category

Title:

Item

Title:

Rate:

Amount:

URL: 

Description:

Budget Coding:

Rate Table

Title:

Tier:

Start:

End:

Term:

Rate:

## Enterprise IT Services Catalog

[IT Labor](#) | [Computing Services](#) | [Server/Non-Server Hosting](#) | [Silvermet WAN](#) | [Telecommunications](#) | [Network Transport](#) | [Security](#) | [Assessments](#)

### IT Labor

#### Programmer / Developer

Per Hour | \$79.39

EITS provides a variety of software programming services including maintenance of existing computer software applications; maintenance and development of WEB software applications; development of new software information systems, software testing and product support; and technical documentation of software. Programming service is a *per hour charge* and is billed monthly as incurred.

Budget: 1365 | Exp\_GL: 7510 | Rev\_GL: 3816 | Org Code 6561

#### Database Administrator

Per Hour | \$89.14

EITS performs a variety of database and technical information management services including administration and tuning of database management programs and systems, database support for new computer applications and designs, specialized data file management and support for database planning. DBA service is a *per hour charge* and is billed monthly as incurred.

Budget: 1365 | Exp\_GL: 7510 | Rev\_GL: 3816 | Org Code 6561

### Computing Services

#### Batch

Per CPU Minute | \$25.56

Batch is a mainframe CPU (Central Processing Unit) *per minute charge*, for accumulated minutes, for any job in a JCL (Job Control Language) format and run under the z/OS operating system. Batch is billed monthly as incurred.

Budget: 1385 | Exp\_GL: 7520 | Rev\_GL: 3809 | Org Code 8521

#### CICS

Per CPU Minute | \$7.56

CICS (Customer Information Control System) is a mainframe transaction processing system used primarily by end-users. It provides a standard interface for application programs to communicate with workstations, files and databases. CICS is a CPU *per minute charge*, for accumulated minutes, for any processing done under CICS control. CICS is billed monthly as incurred.

Budget: 1365 | Exp\_GL: 7510 | Rev\_GL: 3816 | Org Code 6561

#### DB2

Per CPU Minute | \$108.75

DB2 is a mainframe relational DBMS (Database Management System) that provides data storage, retrieval, and integrity functions required by batch or CICS programs. DB2 is a CPU *per minute charge*, for accumulated minutes, for any database processing performed. DB2 is billed monthly as incurred.

Budget: 1365 | Exp\_GL: 7510 | Rev\_GL: 3816 | Org Code 6561

## Appendix A – Section 2 - Working With Smart Forms

### ***Enter content using the Smart Form Guide.***

Refer to “Appendix A – Section 1: Some Smart Forms Available”.

**Enter your content using the Smart Form Guide for the type of Smart Form you are editing.**

## Metadata – Designate Keywords, Page Title and Description

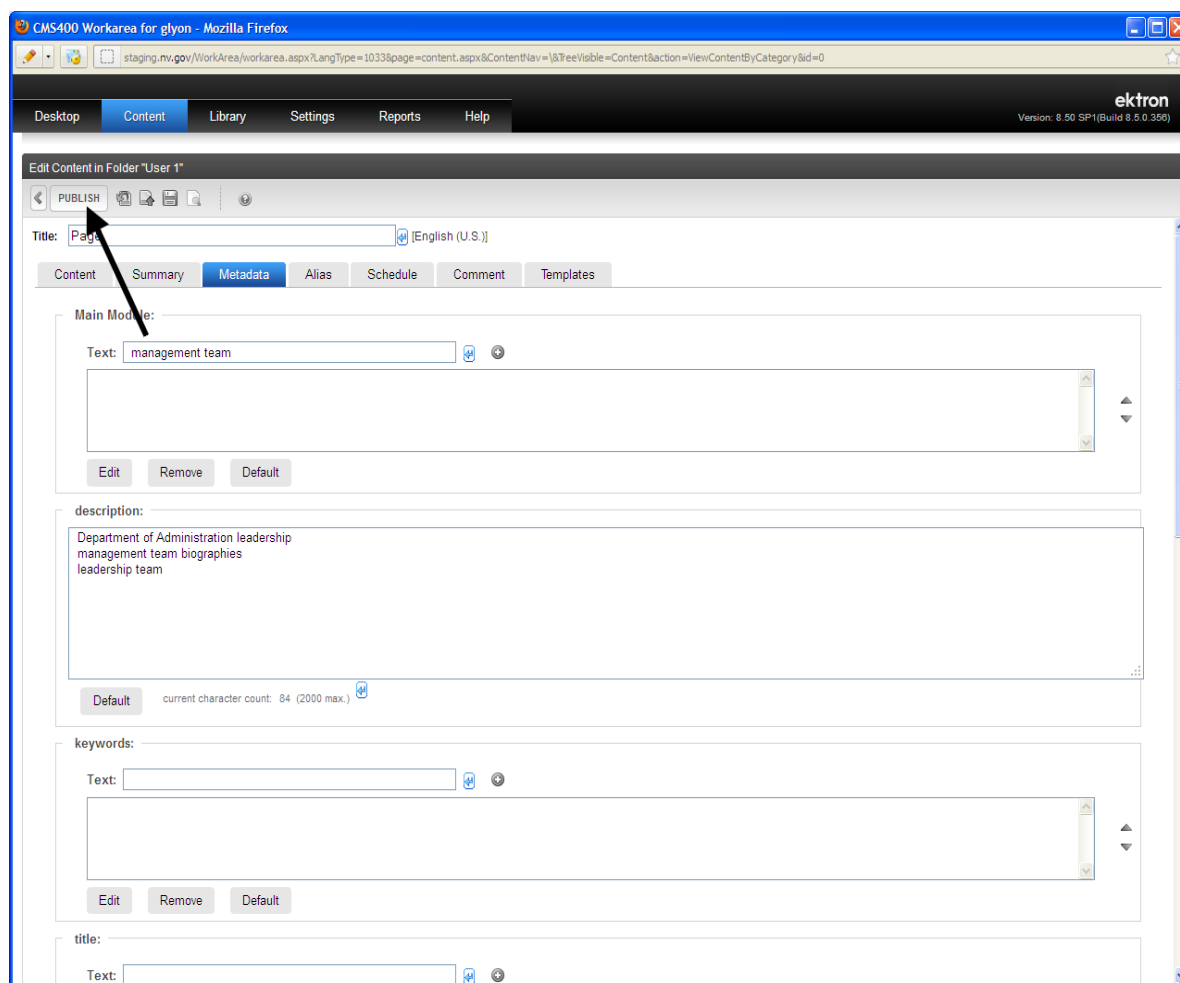
Select the 'Metadata' tab and enter/update keywords that related to the content of the page so it can be more easily found by search engines.

The screenshot shows the CMS400 Workarea interface in Mozilla Firefox. The browser address bar displays the URL: staging.mv.gov/WorkArea/workarea.aspx?LangType=1033&page=content.aspx&ContentNav=\\&TreeVisible=Content&action=ViewContentByCategory&id=0. The application header includes a navigation menu with 'Desktop', 'Content', 'Library', 'Settings', 'Reports', and 'Help'. The 'Content' tab is active. Below the header, the page title is 'Page' and the language is set to '[English (U.S.)]'. The 'Metadata' tab is selected, showing fields for 'Main Module:', 'Text:', 'description:', 'keywords:', and 'title:'. The 'Text:' field contains 'management team' and is highlighted with a black arrow. The 'description:' field contains 'Department of Administration leadership', 'management team biographies', and 'leadership team', also highlighted with a black arrow. The 'keywords:' field is empty. The 'title:' field is empty. The 'Default' button is visible below the 'Text:' and 'description:' fields. The 'current character count: 84 (2000 max.)' is displayed below the 'description:' field.

# Publishing Content

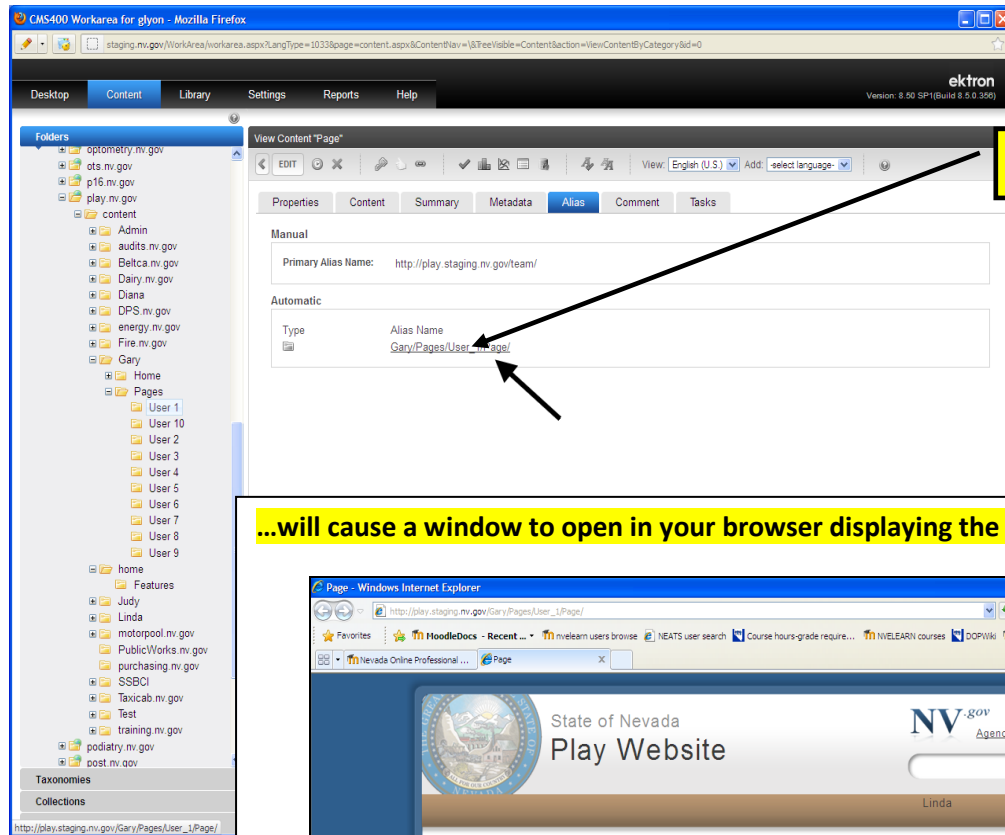
Publishing pushes the changes made to the production site after they next scheduled sync.

Select the “Publish” button in the top toolbar.

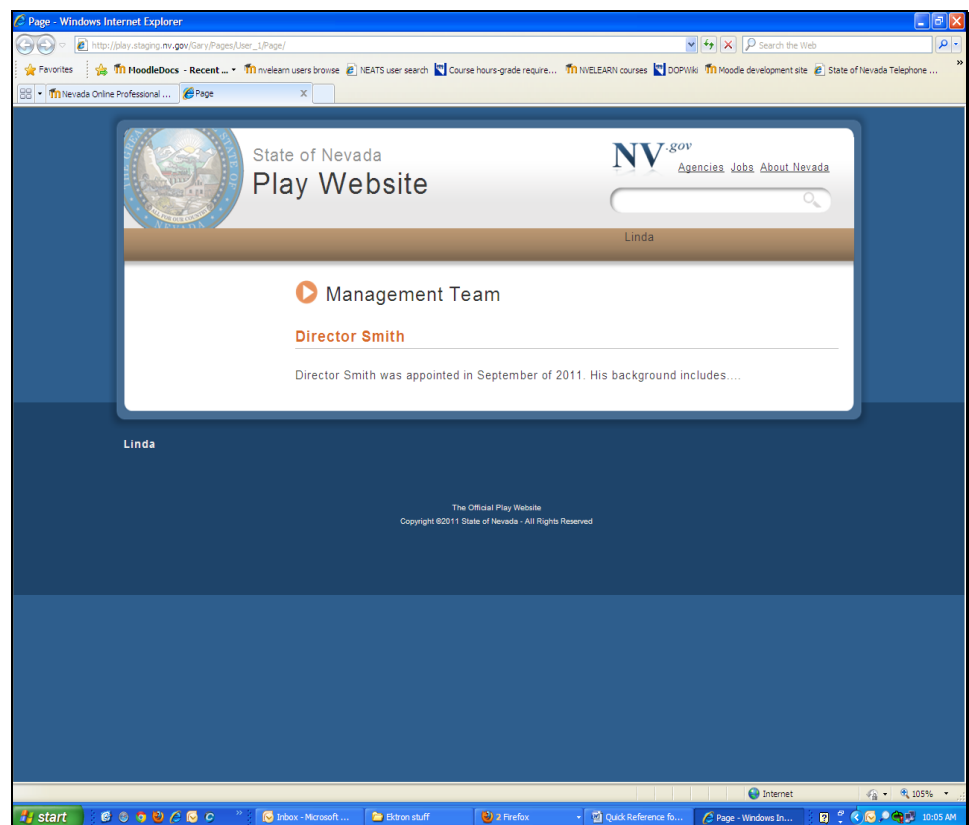


## How to Verify Content Appears as You Want It To

Select the "Alias" tab, then click on the hot link under "Alias Name" to display the page and verify the content appears as you want it to.

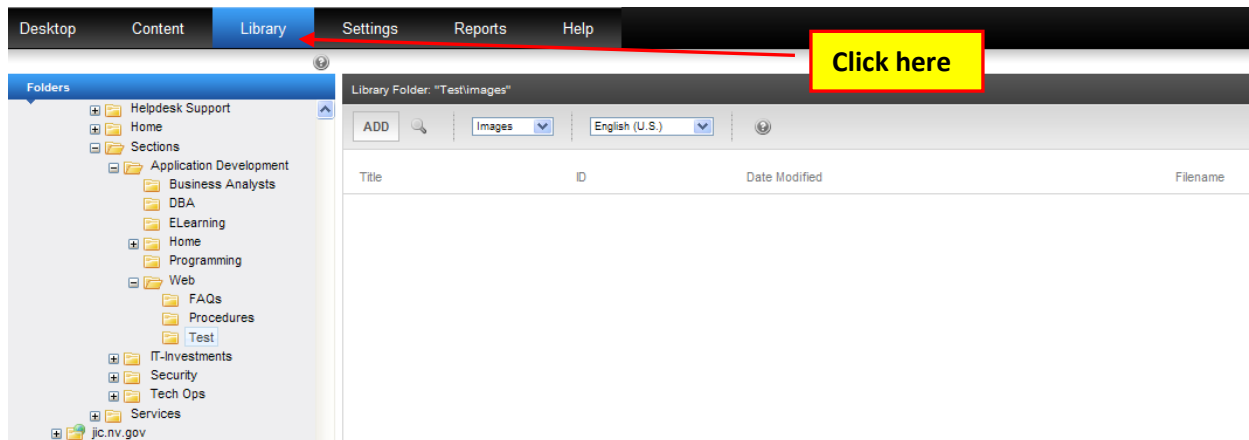


...will cause a window to open in your browser displaying the page you have edited.

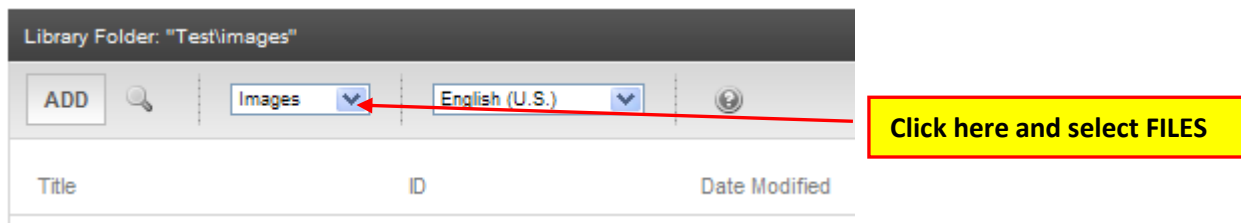


## Overwriting (Replacing) a Document Previously Posted

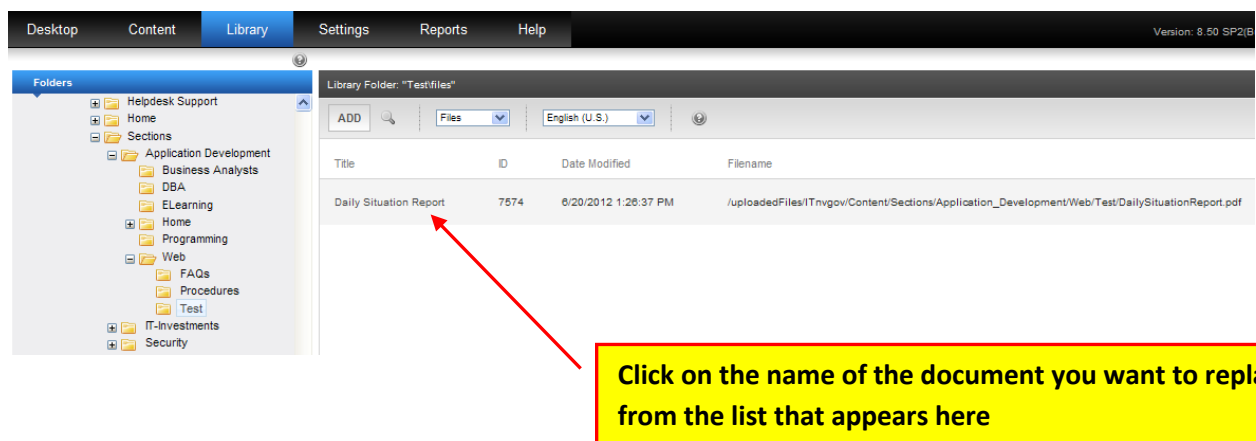
Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.



Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES.






Click on the name of the document you want to replace from the list that will appear in the right pane.



**When the VIEW LIBRARY dialog box appears, click on the OVERWRITE icon.**

View Library Item in Folder: "Testfiles"

← EDIT   

**Click here**

Title: Daily Situation Report

Filename: [http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application\\_Development/Web/Test/DailySituationReport.pdf](http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf)

Library ID: 7574

Parent Folder: Test

Last User To Edit: DEstey, DEstey

Last Edit Date: 6/20/2012 1:26:37 PM

Date Created: 6/20/2012 1:26:37 PM

Description:

Category  
No categories selected

Tags  
No Tags selected

Preview Daily Situation Report



When the dialog box below appears, click the BROWSE button and then navigate and select the file you are using to overwrite the existing file, then click the UPDATE button.

Overwrite Library Item in Folder: "Test/files"

← UPDATE

Title: Daily Situation Report

Filename: http://it.nv.gov/uploadedFiles/ITnv.gov/Content/Sections/Application\_Development/Web/Test/DailySituationReport.pdf

Please select a replacement file.  Browse...

Current library item:

Preview Daily Situation Report

Summary Metadata

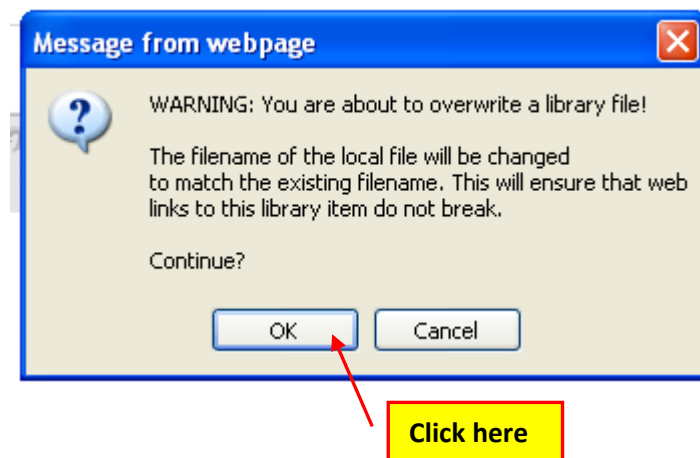
Then click here

Click here

Description:

Paragraph Style | B I ABC | [Icons]

**When the Message from webpage warning appears, click OK. When it has completed processing the original file has been overwritten with the updated file.**



Go to the browser page you were trying to see changes on and click the refresh button.



Click on this icon to refresh the page.

**NOTE:** If you were having trouble seeing your changes, you should see your changes now. If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

## Deleting a Document or an Image Previously Posted

Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.

Click here

Navigate to folder

Then click here and select default IMAGES if deleting an image or select FILES if deleting a file

**NOTE: If deleting an image skip this step.** Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES (leave on default Images, if deleting an image) from the drop-down shown above.

**DOCUMENT** - Click on the name of the document you want to delete from the list.



Click on the name of the document you want to delete from the list that appears here

**IMAGE** - Click on the name of the image you want to delete from the list.

Click on the name of the image you want to delete from the list that appears here

**When the VIEW LIBRARY dialog box appears, click on the DELETE icon.**

View Library Item in Folder: "Testfiles"

◀ EDIT  

Title: Daily Situation Report

Filename: [http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application\\_Development/Web/Test/DailySituationReport.pdf](http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf)

Library ID: 7574

Parent Folder: Test

Last User To Edit: DEstey, DEstey

Last Edit Date: 6/20/2012 1:26:37 PM

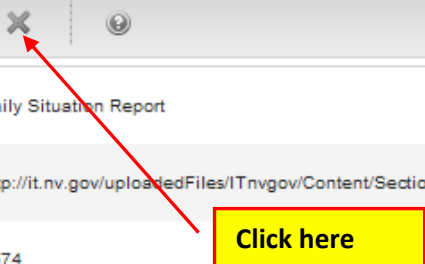
Date Created: 6/20/2012 1:26:37 PM

Description:

Category  
No categories selected

Tags  
No Tags selected

Preview Daily Situation Report



**When the DELETE LIBRARY ITEM IN FOLDER dialog box appears, check “REMOVE FROM SERVER” and click on DELETE .**

Delete Library Item in Folder: "Test/files"

DELETED

☒ Remove from the server

Title: Daily Situation Report

Filename: http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application\_Development/Web/Test/DailySituationReport.pdf

Library ID: 7574

Parent Folder: Test

Last User To Edit: DEsley, DEsley

Last Edit Date: 6/20/2012 1:45:14 PM

Date Created: 6/20/2012 1:26:37 PM

Preview Daily Situation Report

**Go to each of the websites pages that the document or image you deleted were on and remove any links to documents. Then, in your browser go to each page and in the staging environment to verify the links and document or image have been removed.**

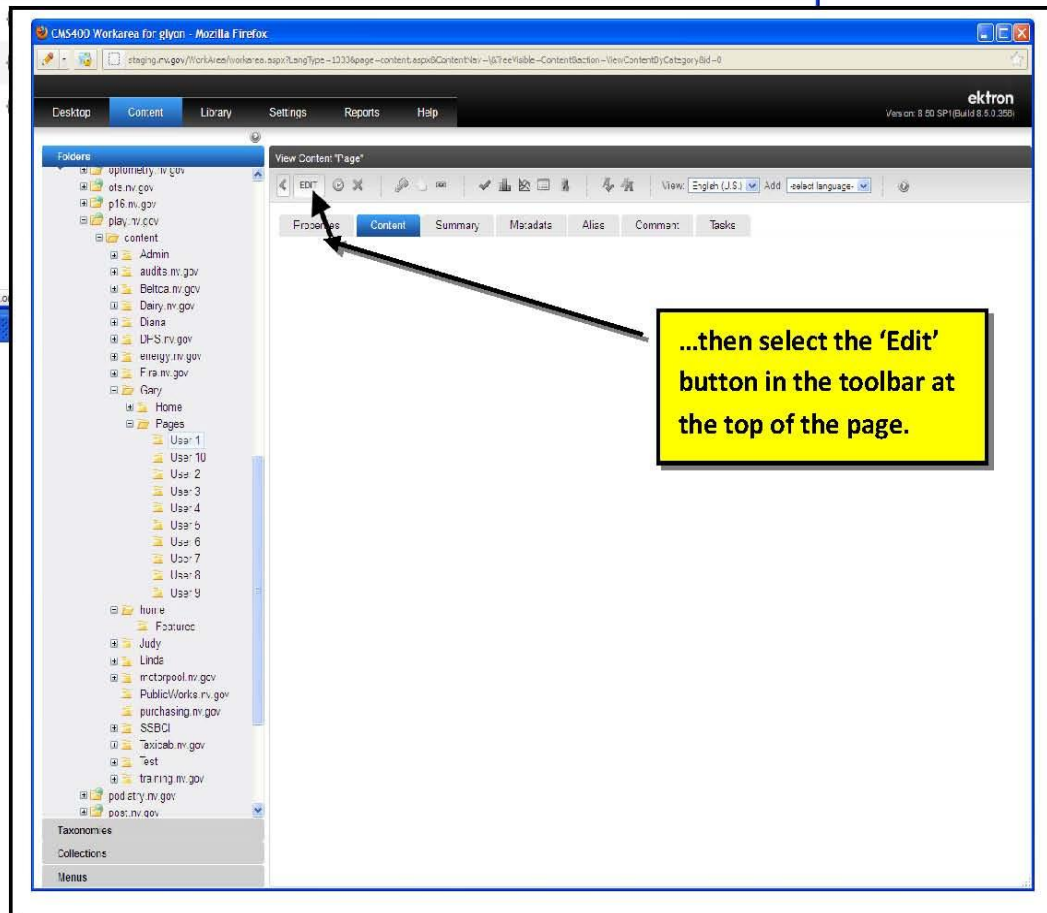
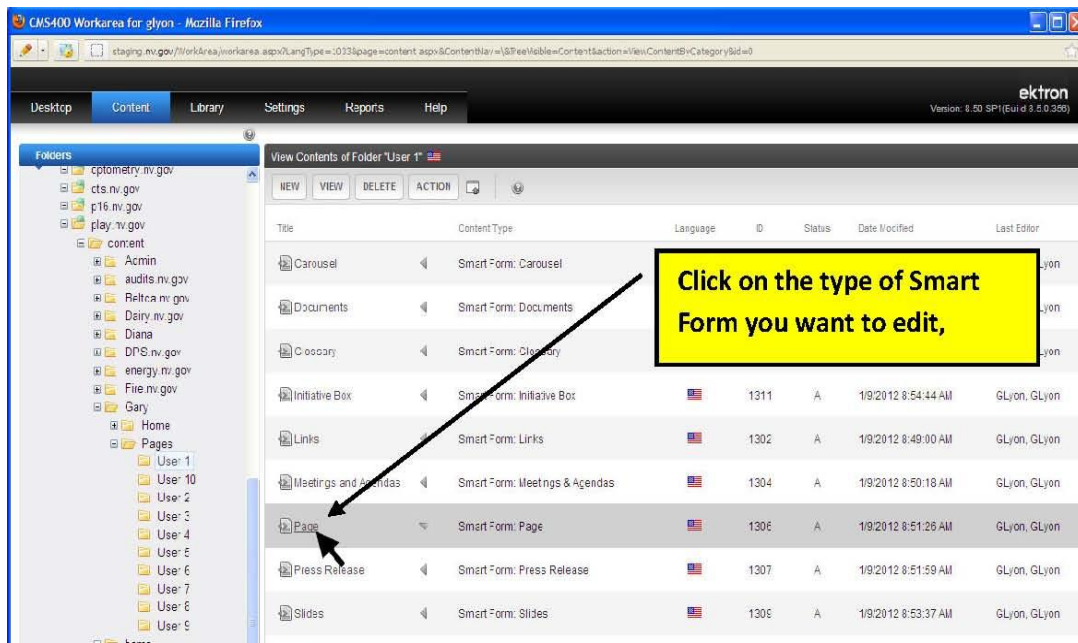


**Click on the refresh button to verify the deleted document and links are no longer on each website page.**

**NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.**

**If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.**

# Adding Content to a Smart Form



## ***Procedure for Adding a New Document to the CMS***

**There are two ways to upload a file.**

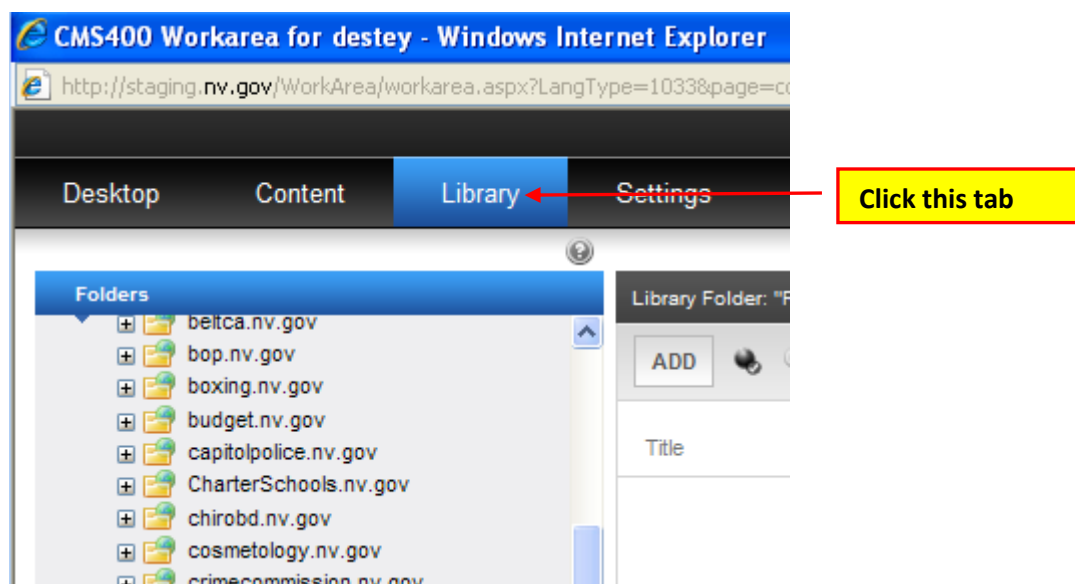
1<sup>st</sup> option is to upload the document before you add it to the content block (or smart form) you want it to appear on.

2<sup>nd</sup> option is to upload the document from within the content block or smart form you want it to appear on.

---

### ***Option 1 Procedures- Upload prior to Updating the Smart Form***

**Make sure you are logged in to the Content Management System, and then click the LIBRARY tab at the top of the WORKAREA. Note: The WORKAREA by default opens to the CONTENT tab.**



Next, navigate to and click on the folder you want to upload the new document to.

The screenshot shows a file management interface. On the left is a folder tree with the following structure:

- dem.nv.gov
- dps.nv.gov
- energy.nv.gov
- exchange.nv.gov
- fire.nv.gov
- funeral.nv.gov
- HomeMeansNevada.nv.gov
- iaudits.nv.gov
- id.dps.nv.gov
- IT.nv.gov
  - Content
    - Contact Us
  - Governance
  - Helpdesk Support
  - Home
  - Sections
    - Application Development
      - Business Analysts
      - DBA
      - ELearning
    - Home
    - Programming
    - Web (highlighted)
    - FAQs

On the right is a table of documents:

Title	ID	Date Modified
Dairy Commission Sitemap	3553	3/17/2012 6:40:46 AM
Dairy Commission sitemap final	3939	4/5/2012 10:00:00 AM
Dairy Sitemap PDF	3558	3/17/2012 6:40:46 AM
How templates work	3555	3/17/2012 6:40:46 AM
IT Final Sitemap	3938	4/5/2012 10:00:00 AM

A red arrow points from the 'Web' folder in the left pane to a yellow callout box containing the text: "Click on the appropriate folder in the left pane – it will become selected as shown with the WEB folder below".

Then click the ADD button in the right pane.

The screenshot shows the file management interface with the 'Library Folder: "Web\files"' selected. The 'ADD' button is highlighted. A red arrow points from a yellow callout box containing the text: "Click ADD button".

Title	ID	Date Modified
Dairy Commission Sitemap	3553	3/17/2012 6:40:46 AM



Then click the ADD button in the right pane. Then, click the BROWSE button in the “ADD LIBRARY ITEM TO FOLDER” dialog box and navigate to the form you wish to upload, and then enter the document name.

Add Library Item to Folder: "Webfiles"

Click here and navigate to the form you wish to upload

Enter document name

SAVE Browse...

Summary Metadata

Description:

Paragraph Style B I ABC

Then click the SAVE button

Click here to Save and import document

SAVE Browse...

Title Filename

Complaint Form C:\Documents and Settings\dimestey\My Doc

Summary Metadata

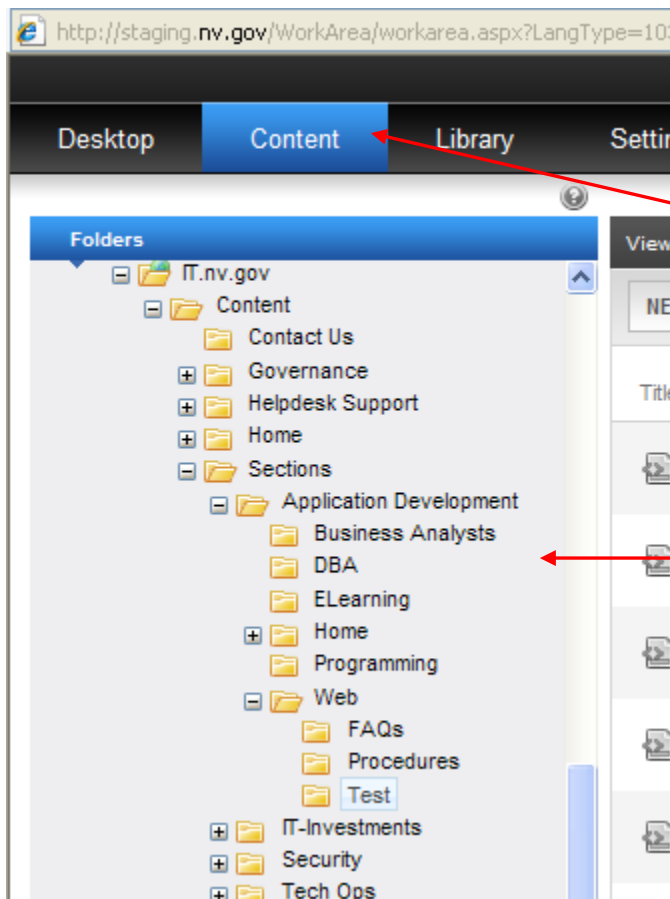
Description:

Paragraph Style B I ABC

**Your document should now appear in the right pane as shown below.** NOTE: You may need to change the drop-down from the default “Images” to “Files” to see the document uploaded.



**Next, in the WORKAREA click the CONTENT tab, then navigate to the folder containing the smart form or content area you wish to add the document or image to. Open the smart form or content area.**



**You can add a document to most paragraph/description fields in most smart forms.**

**Click on the appropriate folder in this area expanding and contracting folders as necessary until you find the folder containing the smart form or content area you wish to add a document or an image to.**

In the smart form or content area, create enter the document title, description and select the file type, then click the icon to add the link. This example uses the DOCUMENTS Template.

The screenshot shows a 'Document' section with fields for 'Document Title', 'Document Date', and 'Document Description'. Red arrows point from yellow callout boxes to these fields. Below this is a 'File' section with a 'Type' dropdown set to 'HTML' and a 'File' icon. A red arrow points from a yellow callout box to the 'File' icon. Another yellow callout box points to the 'Type' dropdown.

Document Title:   **Enter Document Title**

Document Description:  **Enter Document description**

Type: **Select file type**

File: **Then, click this icon to add the link to the doc previously uploaded**

When the LINK MANAGER dialog box appears, copy the document title into the tooltip area, then click the URL button. NOTE: This step is done to provide for accessibility

The 'Link Manager' dialog box has two tabs: 'Hyperlink' and 'E-mail'. The 'Hyperlink' tab is active. It contains fields for 'URL' (with a '...' button), 'Existing Bookmark' (a dropdown set to 'None' and an 'or #' field), 'Link Text', 'Type' (a dropdown set to 'http:'), 'Target' (a dropdown set to 'Target'), 'Tooltip' (containing the text 'Delete a Previously Uploaded Document' and a disabled icon), and 'Style' (a dropdown set to 'No Class'). At the bottom are 'OK' and 'Cancel' buttons.

Link Manager

Hyperlink E-mail

URL:

Existing Bookmark:  or #

Link Text:

Type:

Target:

Tooltip:

Style:

Navigate to the folder containing the document you want to link to and change the type to "FILES".

Library Folder: "Test/files"

ADD LIBRARY Files English (U.S.) **Change to FILES**

Title

Delete Document Previously Posted **Double-click on doc in this area**  
uploadedFiles/ITnv.gov/Content/Sections/Application\_

Double-click on the document title to add it as your link.

The LIBRARY FOLDER will disappear and in the Link Manager dialog box you will see the link path has been added in the URL field. It is recommended that you copy the URL path to the LINK TEXT field as this is displayed in the smart form and will make it easy to locate the folder the document resides in if you ever have to replace it.

Link Manager

Hyperlink E-mail

URL:  
/uploadedFiles/ITnv.gov/Content/Sections/App

Existing Bookmark:  
None or #

Link Text:  
opment/Web/Test/DeleteDoc\_Procedures.pdf **Copy to this field**

Type:  
http:

Target:  
Target

Tooltip:  
Delete a Previously Uploaded Document

Style:  
No Class

OK Cancel **Click here**

The finished product will look similar to the print screen showing below.

The screenshot displays two forms in a web application. The first form, titled 'Document', contains fields for 'Document Title' (with the text 'Delete a Previously Uploaded Document'), 'Document Date', and 'Document Description'. The second form, titled 'File', contains a 'Type' dropdown menu set to 'PDF' and a 'File' field with a long file path: '/uploadedFiles/ITnvgov/Content/Sections/Application\_Development/Web/Test/DeleteDoc\_Procedures.pdf'. Below the forms, there is a label 'file\_item'.

Go to the browser page in the staging environment you were trying to see changes on and click the refresh button.



Click on the refresh button to verify the deleted document is no longer there.

**NOTE:** If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

## ***Procedure for adding a new document to the CMS***

**There are two ways to upload your document.**

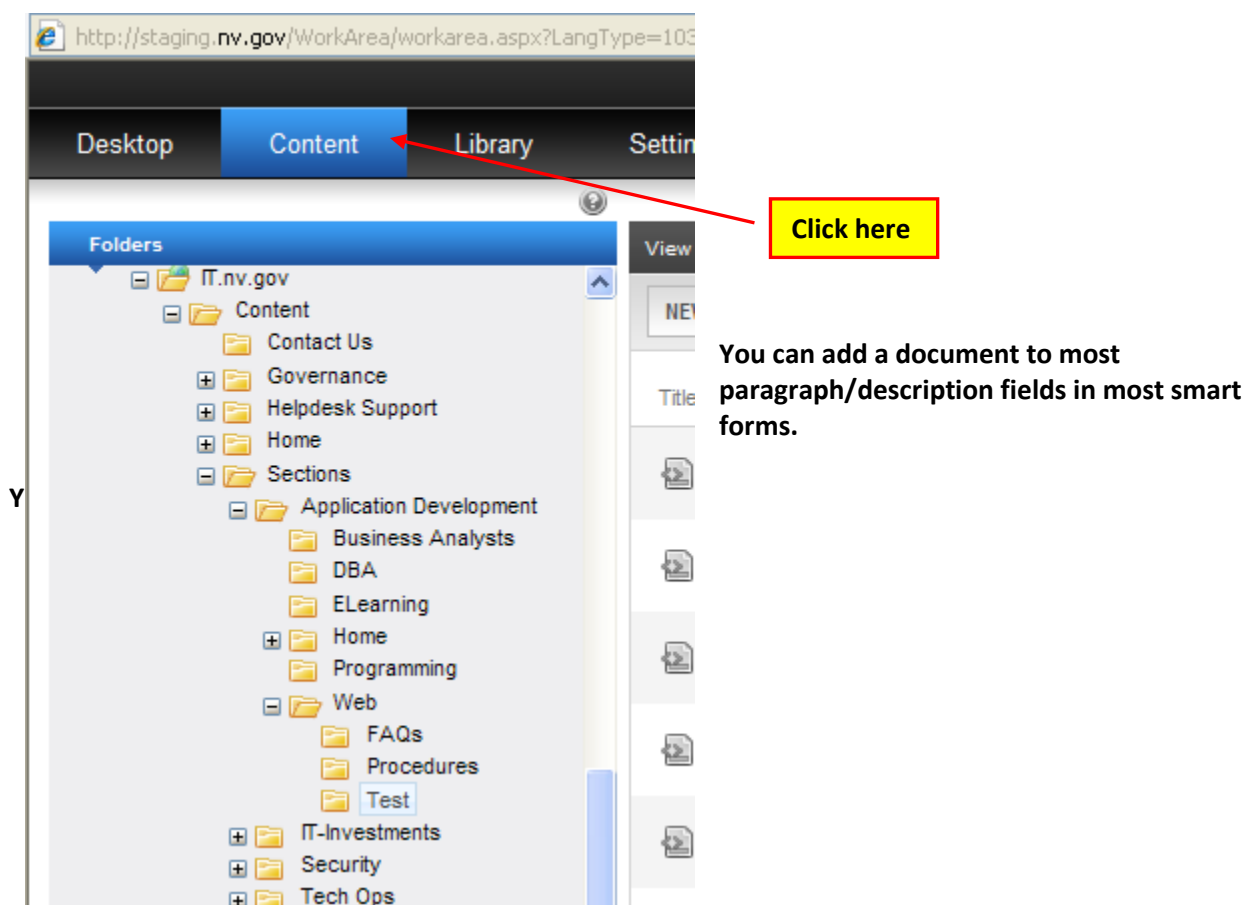
1<sup>st</sup> option is to upload the document before you add it to the content block (or smart form) you want it to appear on.

2<sup>nd</sup> option is to upload the document from within the content block or smart form you want it to appear on.

---

### ***Option 2 Procedures- Upload from within Content Area or the Smart Form***

**In the WORKAREA make sure you are in the CONTENT tab area, and then navigate to the folder containing the smart form or content area you wish to add the document or file to. Open the smart form or content area.**



In the smart form or content area, enter the document title, description and select the file type, and then click the icon to add the link and import the document. This example uses the DOCUMENTS Template.

The image shows two forms: 'Document' and 'File'. The 'Document' form has fields for 'Document Title:', 'Document Date:', and 'Document Description:'. The 'File' form has fields for 'Type:' (with 'HTML' selected) and 'File:'. Red arrows point from yellow callout boxes to specific fields and icons. One arrow points from 'Enter Document Title' to the 'Document Title' field. Another points from 'Enter Document description' to the 'Document Description' field. A third points from 'Select file type' to the 'HTML' option in the 'Type' dropdown. A fourth points from 'Then, click this icon to import the document and add the link' to a document icon in the 'File' field.

Document Title: Document Date: Enter Document Title

Document Description: Enter Document description

Type: HTML File: Select file type

Then, click this icon to import the document and add the link

When the LINK MANAGER dialog box appears, copy the document title into the tooltip area, then click the URL button. NOTE: This entering information in the Tooltip field aids accessibility

The 'Link Manager' dialog box has two tabs: 'Hyperlink' and 'E-mail'. It contains fields for 'URL:', 'Existing Bookmark:', 'Link Text:', 'Type:', 'Target:', 'Tooltip:', and 'Style:'. Red arrows point from yellow callout boxes to the 'URL' button and the 'Tooltip' field. One arrow points from 'Copy here' to the 'Tooltip' field, which contains the text 'Delete a Previously Uploaded Document'. Another arrow points from 'Then, click here' to the 'URL' button.

Link Manager

Hyperlink E-mail

URL: http:// URL button

Existing Bookmark: None or #

Link Text:

Type: http: Copy here

Target: Target

Tooltip: Delete a Previously Uploaded Document Then, click here

Style: No Class

OK Cancel

Navigate to the folder you want to upload the document to and change the type to "FILES", then click the ADD LIBRARY button.

Library Folder: "Testfiles"

ADD LIBRARY Files English (U.S.)

Click here

Change to FILES

Title

Delete Document Previously Posted  
uploadedFiles/ITnv.gov/Content/Sections/Application\_Development/Web/Test/DeleteDoc\_Procedures.pdf

Enter the document title and click the BROWSE button.

To upload and insert a local file:

ADD LIBRARY

Title: Enter title

Filename: Browse... Then, click here

Description:

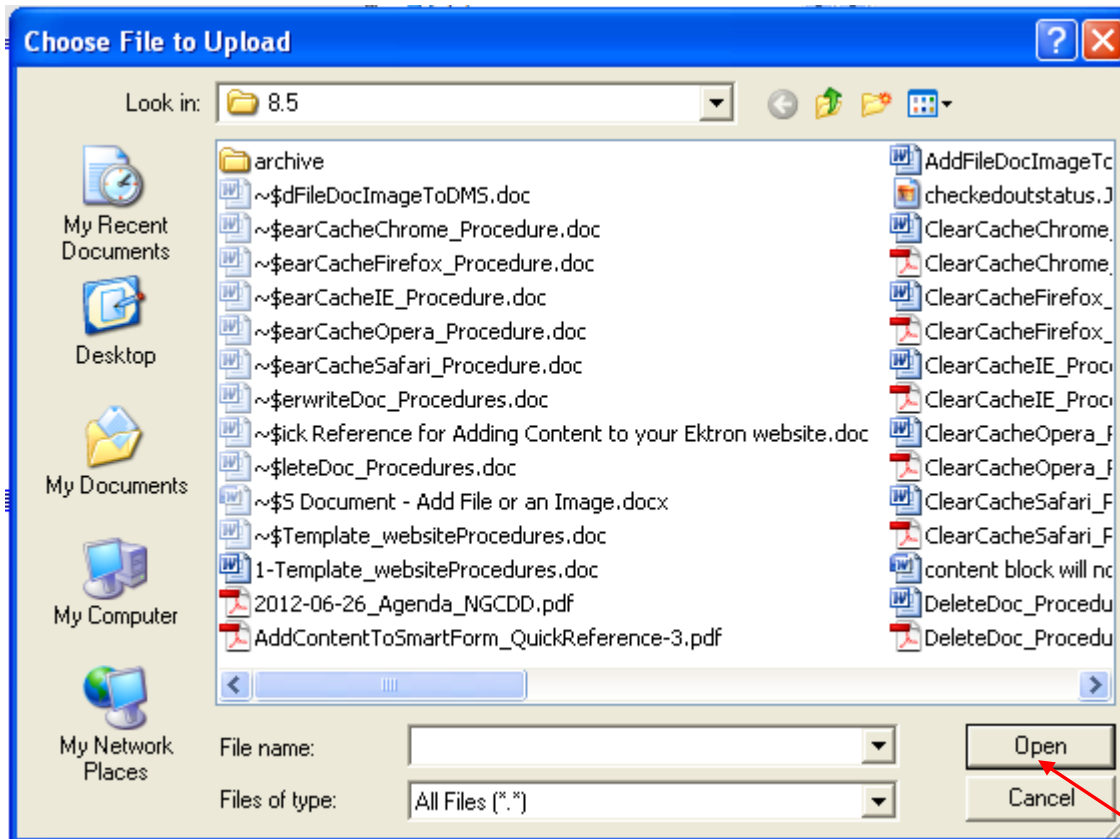
Paragraph Style B I ABC

Description

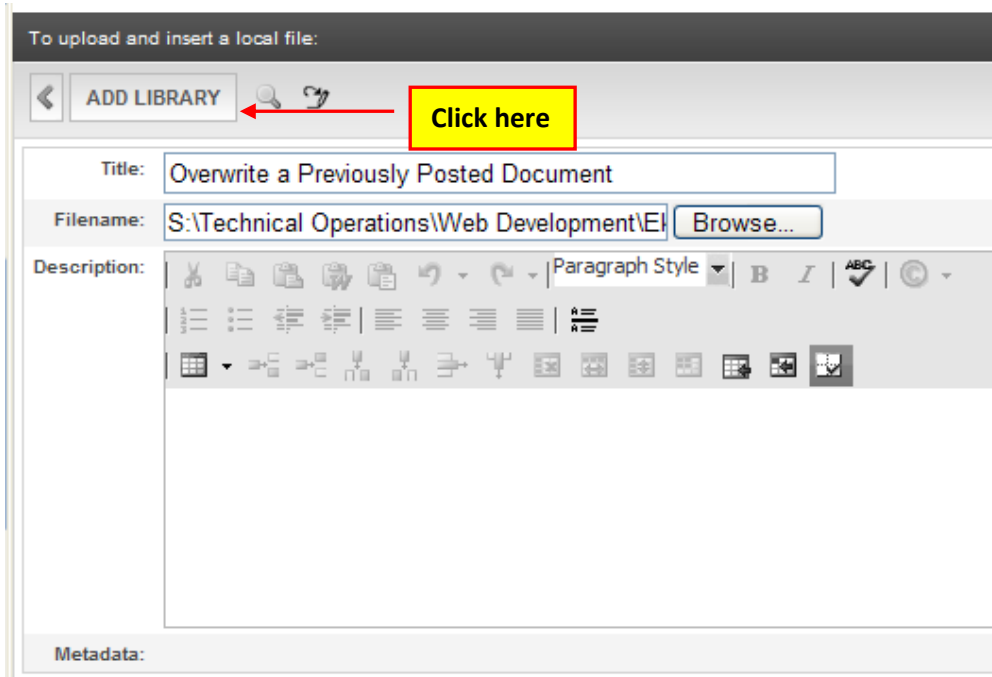
Metadata:



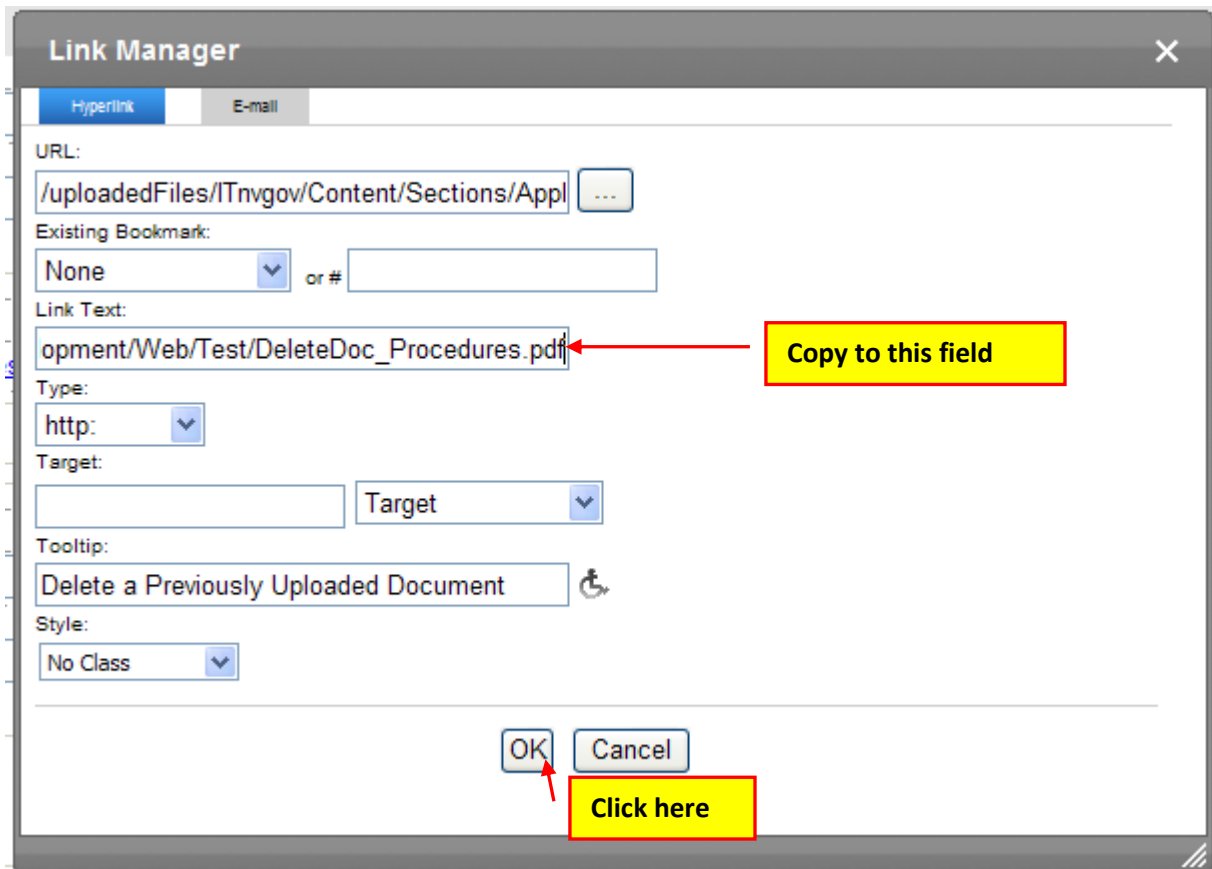
Navigate to the file you want to upload. Double-click to select it, and then click OPEN.



Click the ADD Library button to import and add your document to CMS.

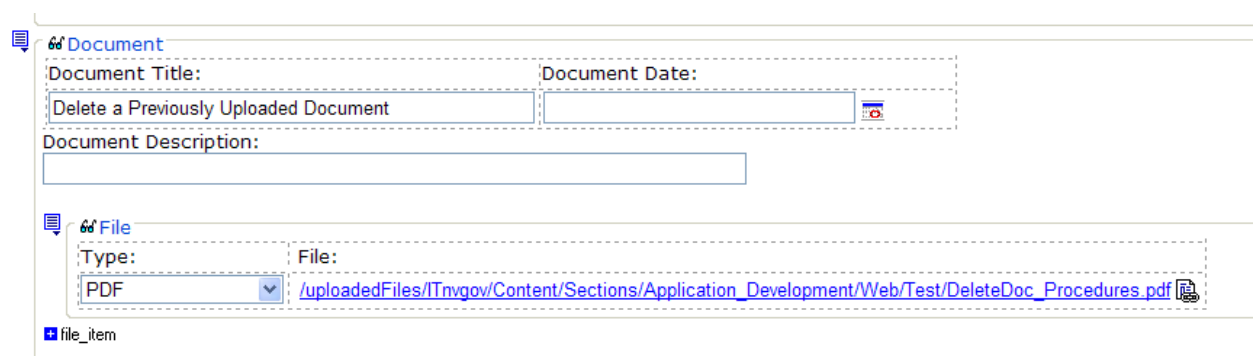


The LIBRARY FOLDER will disappear and in the Link Manager dialog box you will see the link path has been added in the URL field. It is recommended that you **copy the URL path to the LINK TEXT field** as this is displayed in the smart form and will make it easy to locate the folder the document resides in if you ever have to replace it.



The screenshot shows the 'Link Manager' dialog box with the 'Hyperlink' tab selected. The 'URL' field contains the path '/uploadedFiles/ITnvgov/Content/Sections/App'. The 'Link Text' field contains 'opment/Web/Test/DeleteDoc\_Procedures.pdf'. A red arrow points from a yellow box labeled 'Copy to this field' to the 'Link Text' field. Another red arrow points from a yellow box labeled 'Click here' to the 'OK' button. Other fields include 'Existing Bookmark' (set to 'None'), 'Type' (set to 'http:'), 'Target' (set to 'Target'), 'Tooltip' (set to 'Delete a Previously Uploaded Document'), and 'Style' (set to 'No Class').

The finished product will look similar to the print screen showing below.



The screenshot shows a smart form with two sections: 'Document' and 'File'. The 'Document' section has fields for 'Document Title' (containing 'Delete a Previously Uploaded Document') and 'Document Date'. The 'File' section has fields for 'Type' (set to 'PDF') and 'File' (containing the full path '/uploadedFiles/ITnvgov/Content/Sections/Application\_Development/Web/Test/DeleteDoc\_Procedures.pdf'). A 'file\_item' label is visible at the bottom left of the 'File' section.

Go to the browser page in the staging environment you were trying to see changes on and click the refresh button.



Click on the refresh button to verify the deleted document is no longer there.

**NOTE:** If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

## ***Procedure for Adding a New Image to CMS***

**There are two ways to upload an image.**

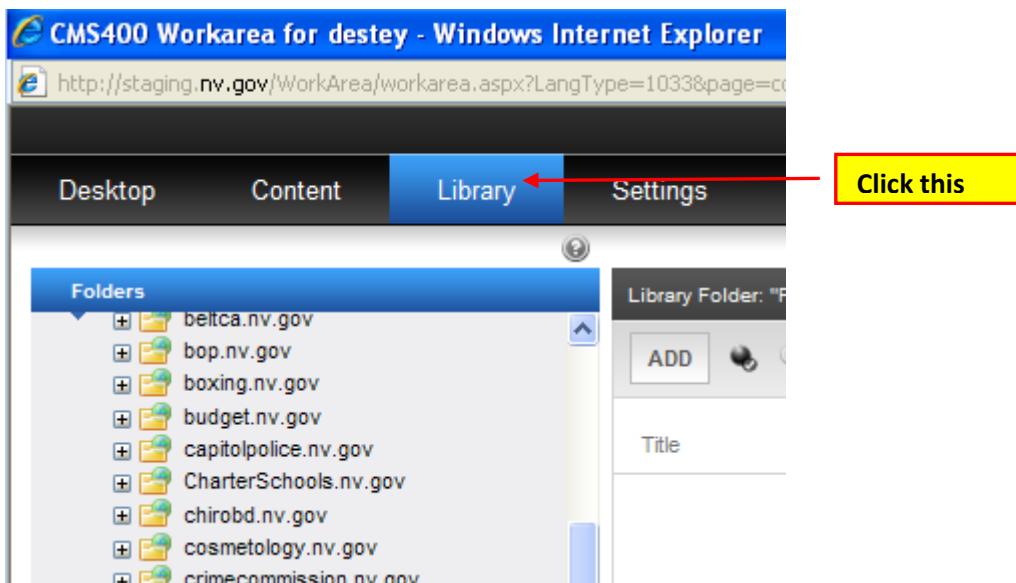
1<sup>st</sup> option is to upload the image before you add it to the content block, smart form or html content area you want it to appear on.

2<sup>nd</sup> option is to upload the image from within the content block or smart form you want it to appear on.

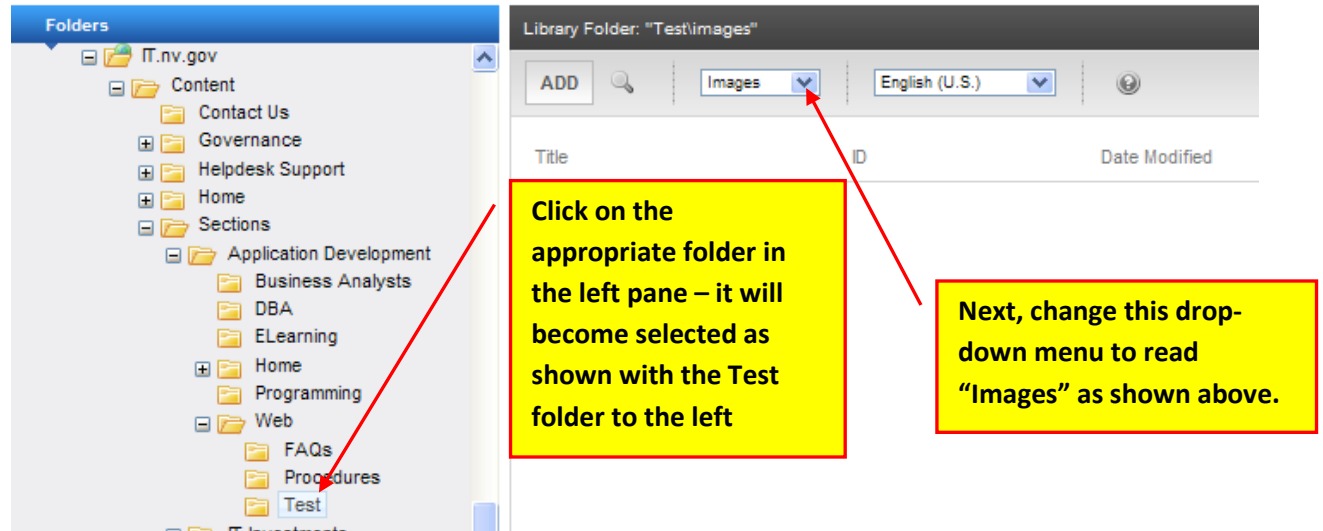
---

### ***Option 1 Procedures- Upload prior to Updating the Smart Form***

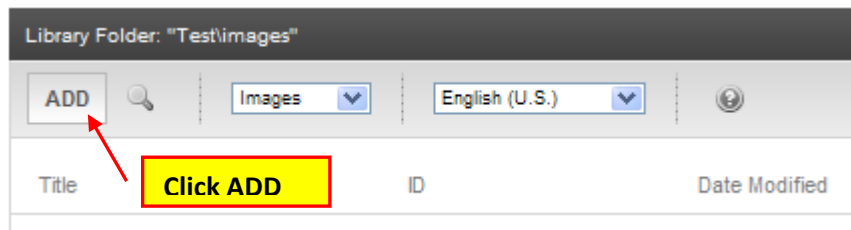
**Make sure you are logged in to the Content Management System, and then click the LIBRARY tab at the top of the WORKAREA. Note: The WORKAREA by default opens to the CONTENT tab.**



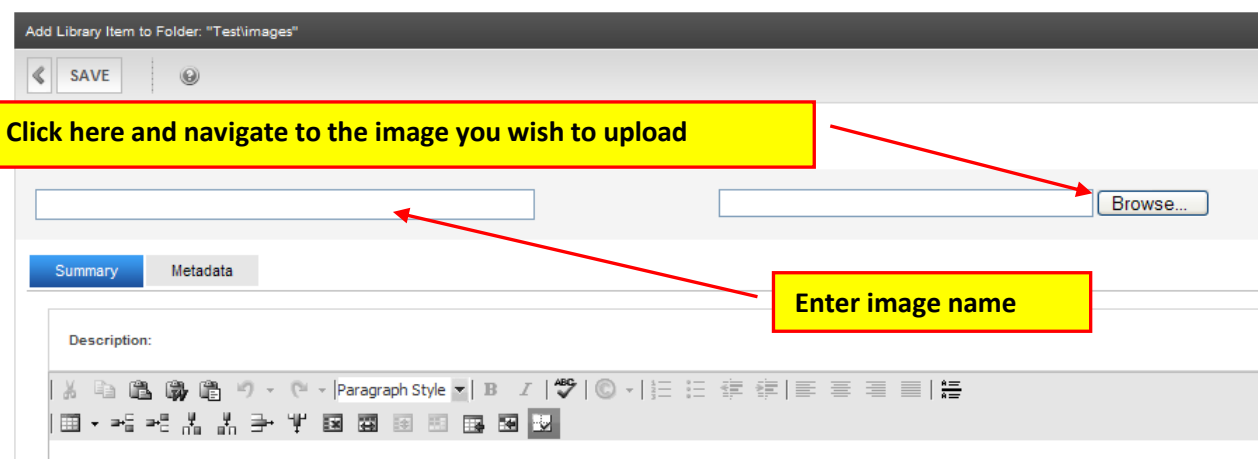
Next, navigate to and click on the folder you want to upload the new image to.



Then click the ADD button in the right pane.



Then click the ADD button in the right pane. Then, click the BROWSE button in the "ADD LIBRARY ITEM TO FOLDER" dialog box and navigate to the image you wish to upload, then enter the image name.



Then click the SAVE button

Add Library Item to Folder: "TestImages"

← SAVE →

Click here to Save and import the image

Title	Filename
<input type="text" value="Help jpeg"/>	<input type="text" value="S:\Technical Operations\Web Development\C\"/> <input type="button" value="Browse..."/>

Summary Metadata


Description:

Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert image, and others.

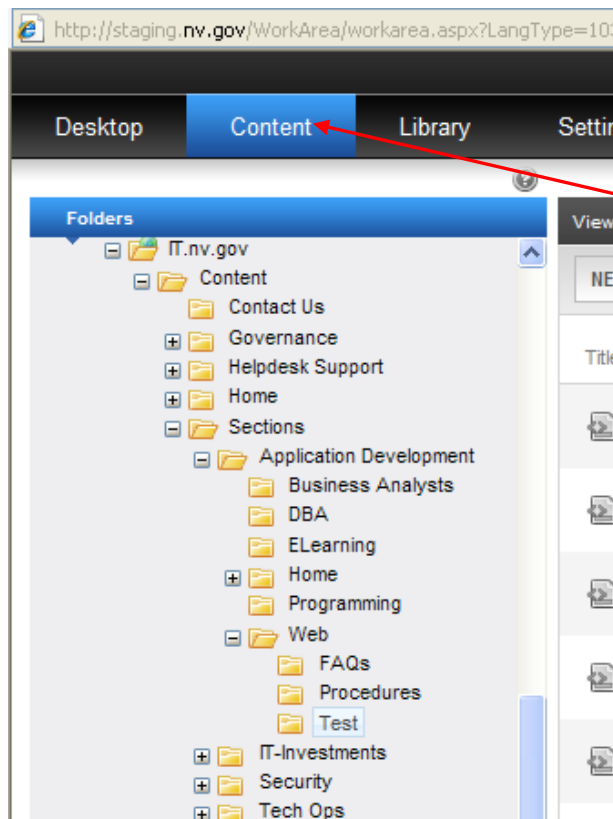
Your image should now appear in the right pane as shown below.

Library Folder: "TestImages"

ADD 🔍 Images English (U.S.)

Title	ID	Date Modified	Filename
Help jpeg 	7833	6/27/2012 7:43:21 AM	http://it.nv.gov/uploadedImages/ITnv.gov/Content/Sections/Application_Development/Web/Test/HELP.jpg

Next, in the WORKAREA click the CONTENT tab, then navigate to the folder containing the smart form, html content area or content block you wish to add the image to. Open it.



Click here

You can add an image to most smart forms, content blocks or using a straight HTML content block.

In the smart form click on the image icon to add an image to the page. The example below uses the PAGE Template that contains an image icon which will determine the placement of the image on the smart form.

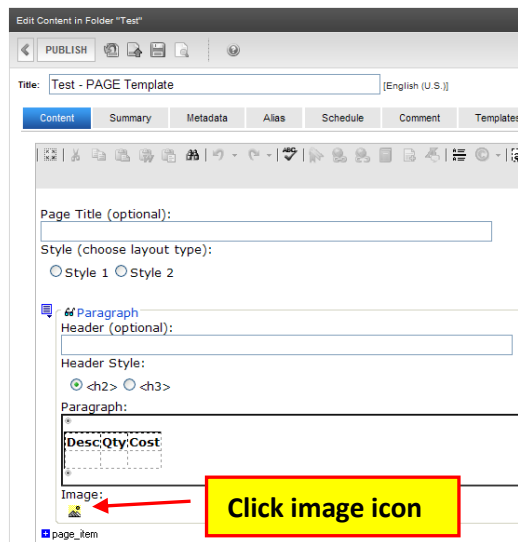


Image:

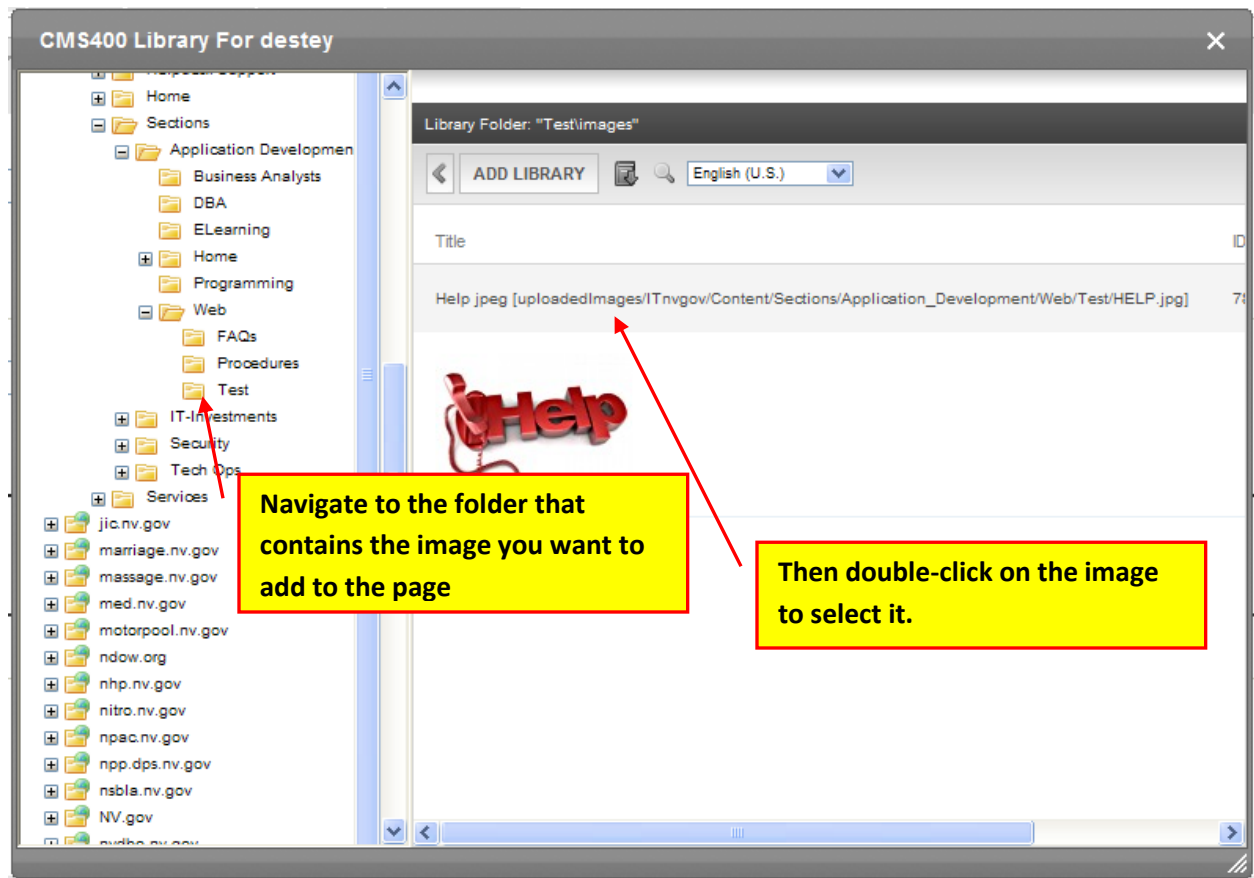


Click image icon

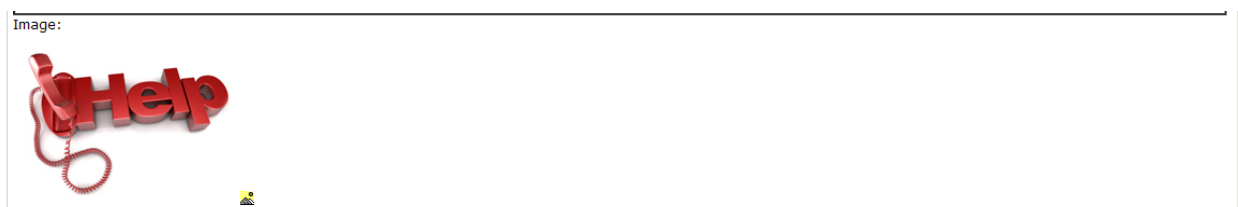
Regardless of which template you are using, the appearance of the above icon will allow you to add an image to the smart form.

Click image icon

When the CMS400 LIBRARY dialog box appears, in the left pane navigate and locate the folder that contains the image you want to add to the page.



The LIBRARY FOLDER will disappear and the image will appear on your page, similar to that shown below.



Go to the browser page in the staging environment you were trying to see changes on and click the refresh button.



**Click on the refresh button to verify the deleted document is no longer there.**

**NOTE:** If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site. If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.



## ***Procedure for Adding a New Image to CMS***

**There are two ways to upload your file, document or an image.**

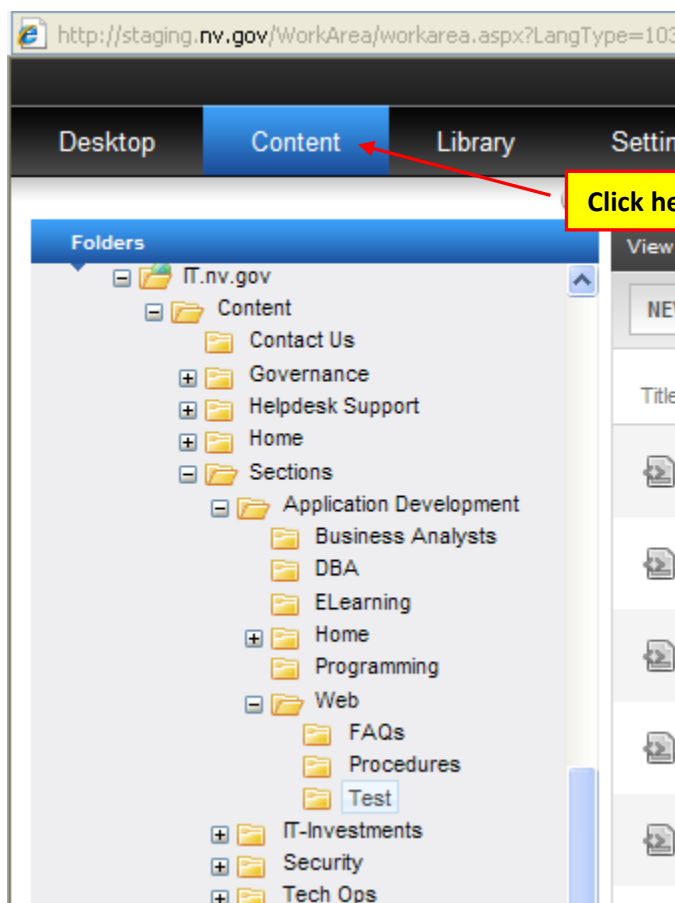
1<sup>st</sup> option is to upload the document before you add it to the content block (or smart form) you want it to appear on.

2<sup>nd</sup> option is to upload the document from within the content block or smart form you want it to appear on.

---


### ***Option 2 Procedures- Upload from within Content Area or the Smart Form***

In the WORKAREA make sure you are in the CONTENT tab area, and then navigate to the folder containing the smart form or content area you wish to add the document or file to. Open the smart form or content area.



**You can add an image to most smart forms, content blocks or using a straight HTML content block.**

In the smart form or content area, click the image icon. This example uses the PROGRAM PAGE Template.

Image:  **Click image icon**

---

### Bottom Boxes

**Bottom Image**

Title:




URL / Document: 

Image:  **Click where you see this symbol**

**Link / List**

Title:

URL / Document: 

**link**

### Links

**Link / List**

Group:

**Link / List Item**

Title:



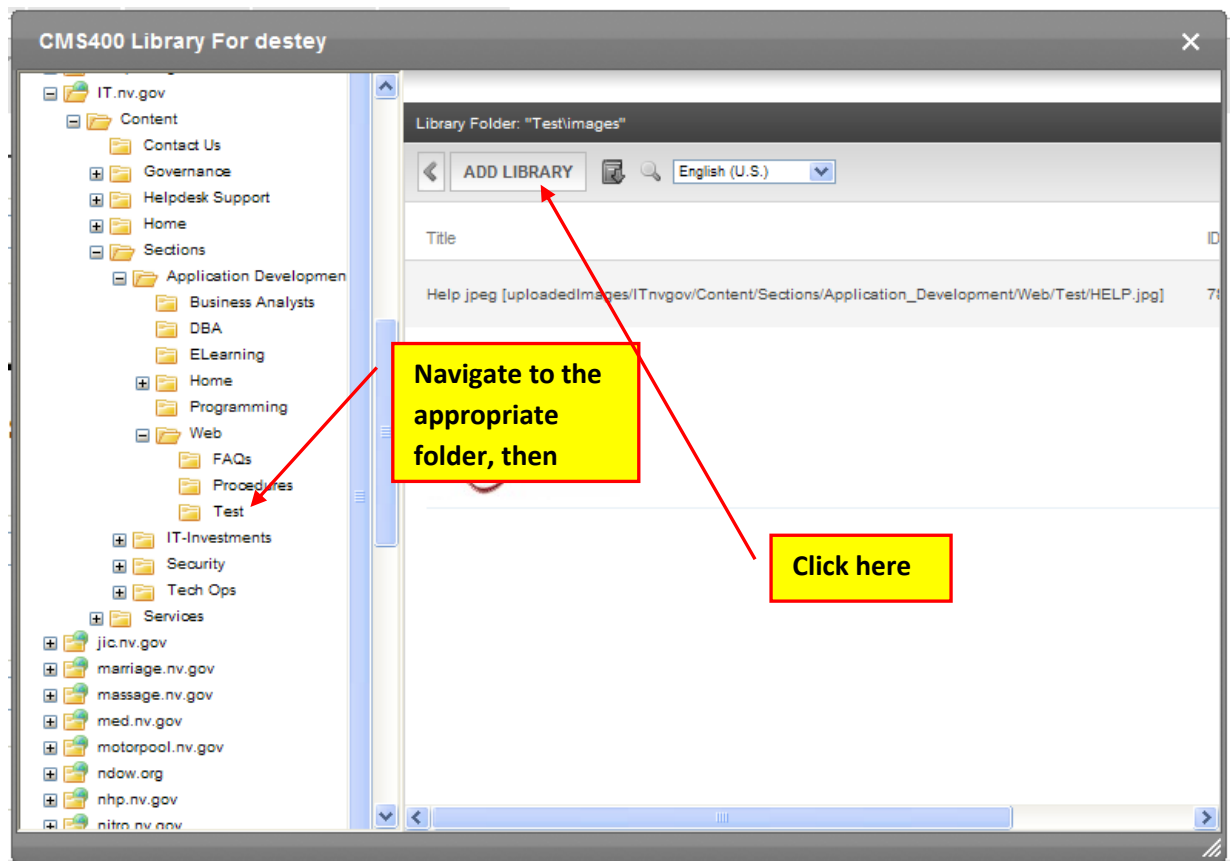
URL / Document: 

Image:  **Click where you see this symbol**

**link**

[Click here to add the image to a plain HTML Content area.](#)

When the CMS400 LIBRARY dialog box appears, in the left pane, navigate to the folder you want to upload the image to and then click the ADD LIBRARY button.



Enter the image title and click the BROWSE button.

To upload and insert a local file:

ADD LIBRARY

Title:

Filename:  Browse...

Description: 

Paragraph Style B I ABC

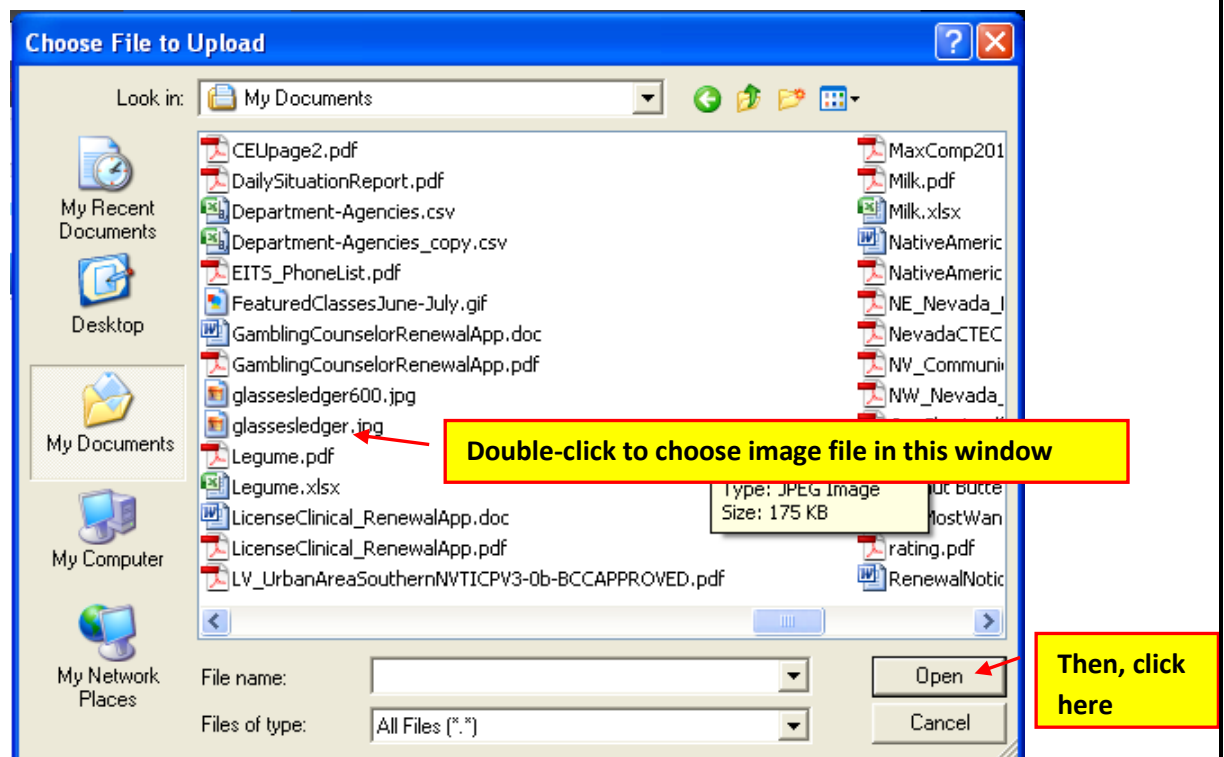
Description

Metadata:

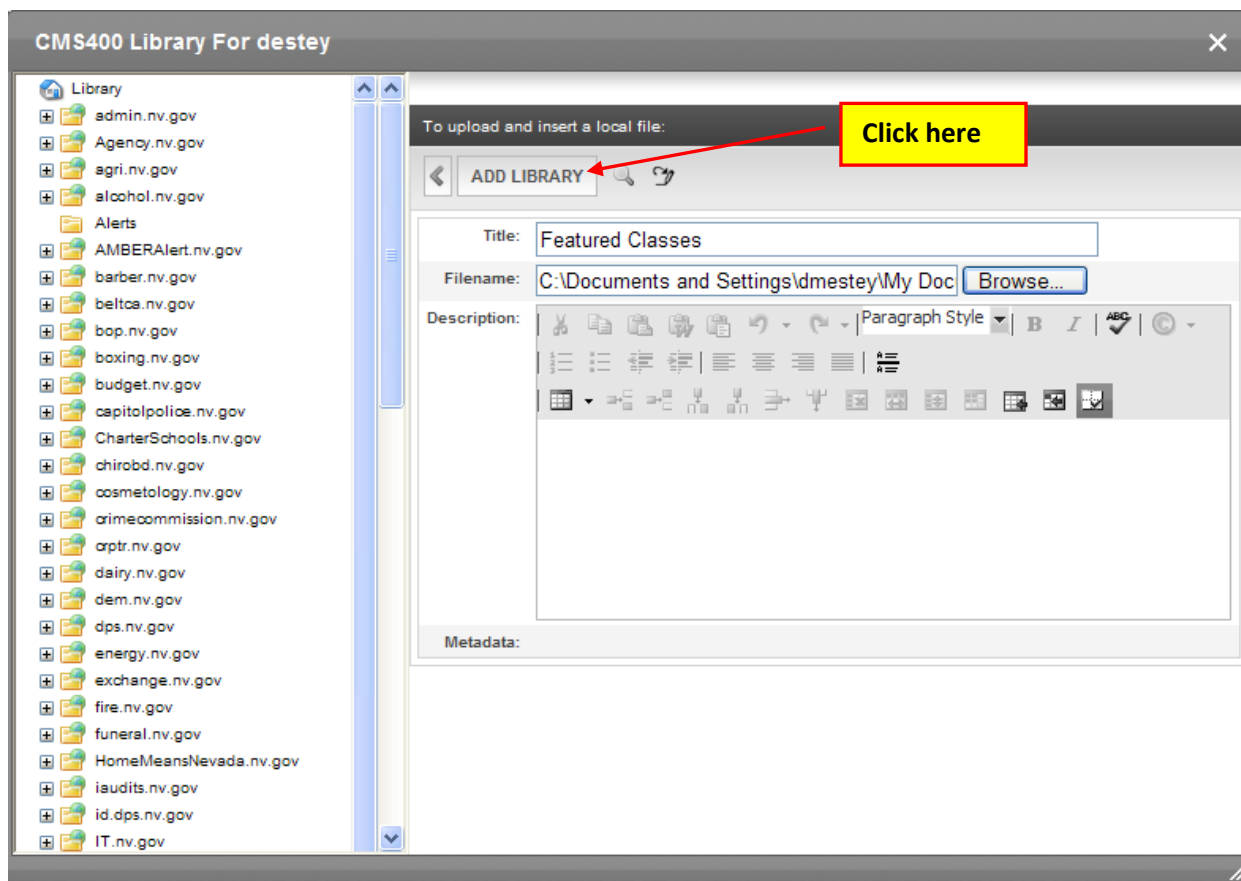
Enter image title

Then, click here

When the CHOOSE FILE TO UPLOAD window appears, locate and double-click on the image you want to add to the CMS library and your page.

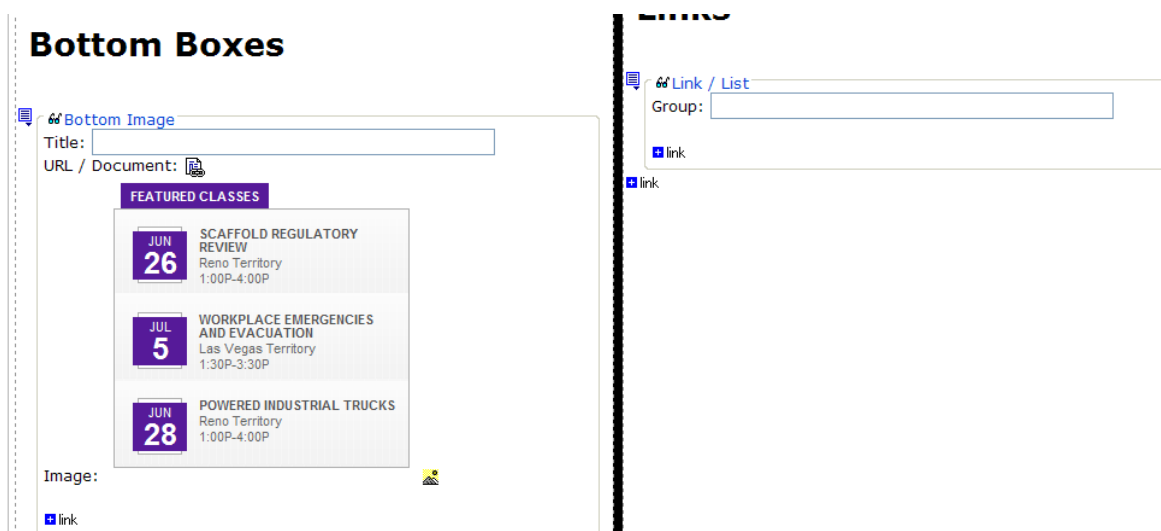


Click the ADD LIBRARY button to import and add your image to CMS and to the page.



**PLEASE NOTE:** Size the image before you upload it to CMS.

The finished product will look similar to the print screen showing below.



Go to the browser page in the staging environment and verify your image has been added to the page.



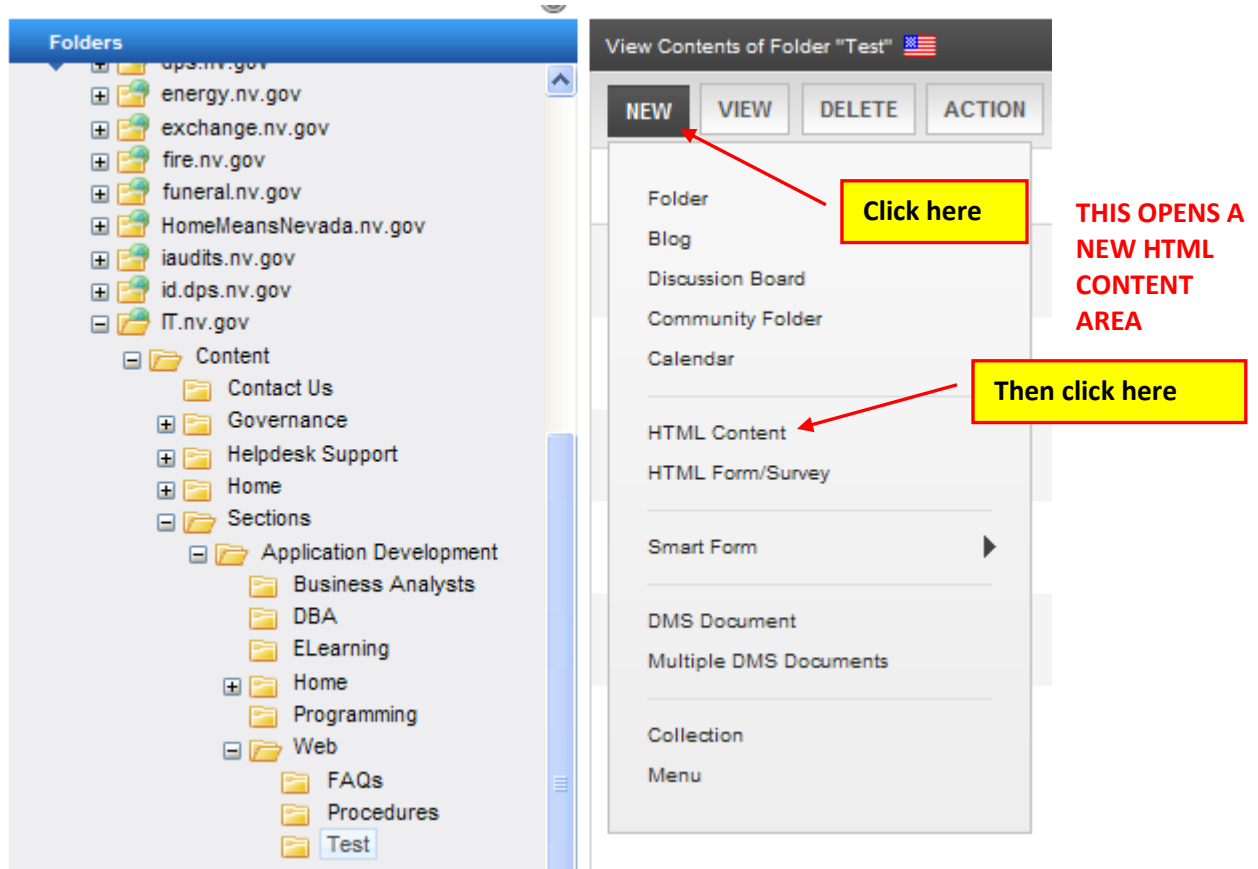
Click on the refresh button to verify the image is there

**NOTE:** If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

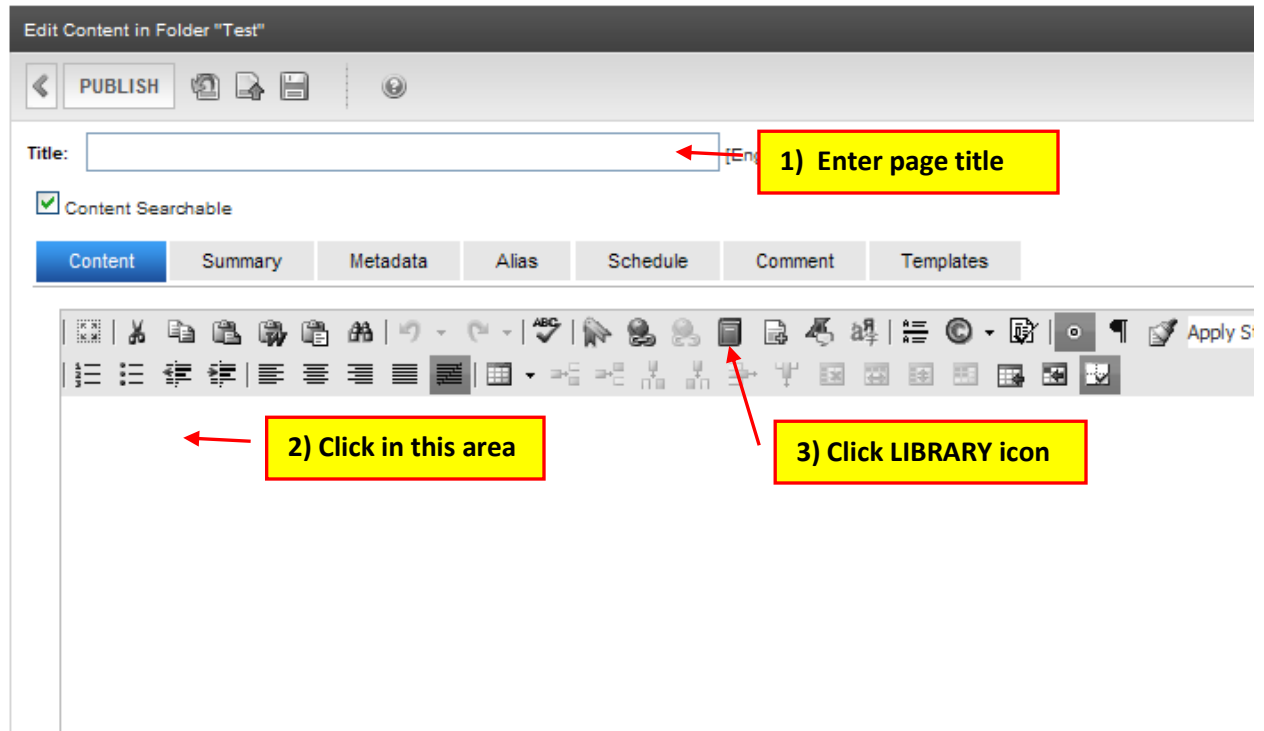
If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

## ***To add an image to an HTML content area:***

Open the WORKAREA to the CONTENT TAB, click NEW then HTML CONTENT from the drop-down menu or open the HTML Content area you want to add the image to.

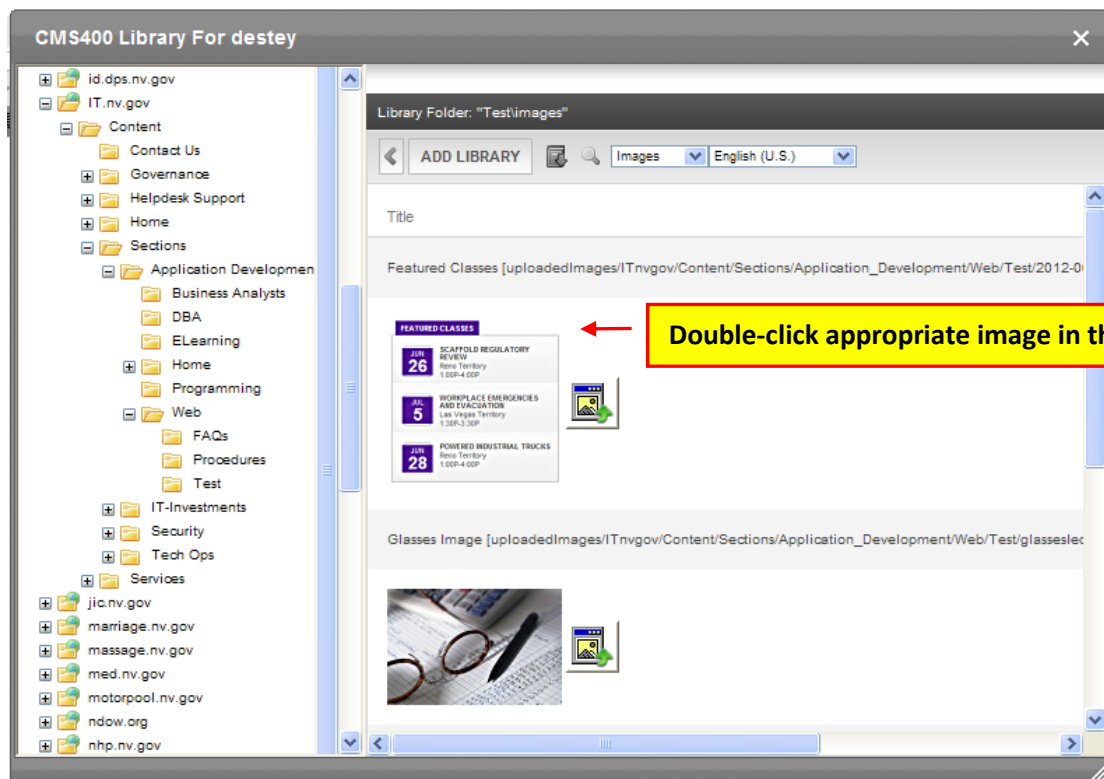


When the HTML Content area appears, enter a page title, place your cursor in the window, and then click on the LIBRARY icon button.

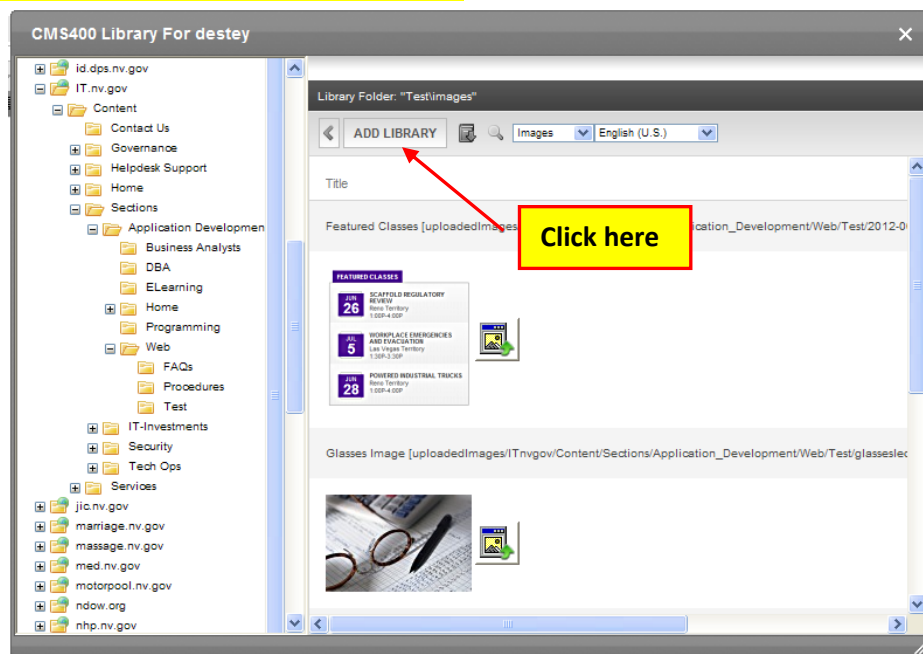


**See Option 1 Procedures (import image before adding to page) or Option 2 Procedures (add image at the same time as adding to page) on the next page.**

**OPTION 1 PROCEDURE** - In the CMS400 LIBRARY navigate in the left pane to the folder you uploaded the image to and then scroll down and locate and double-click on the image you want to add to the HTML content area. **If following OPTION 2 PROCEDURE see below (image has not been imported yet).**



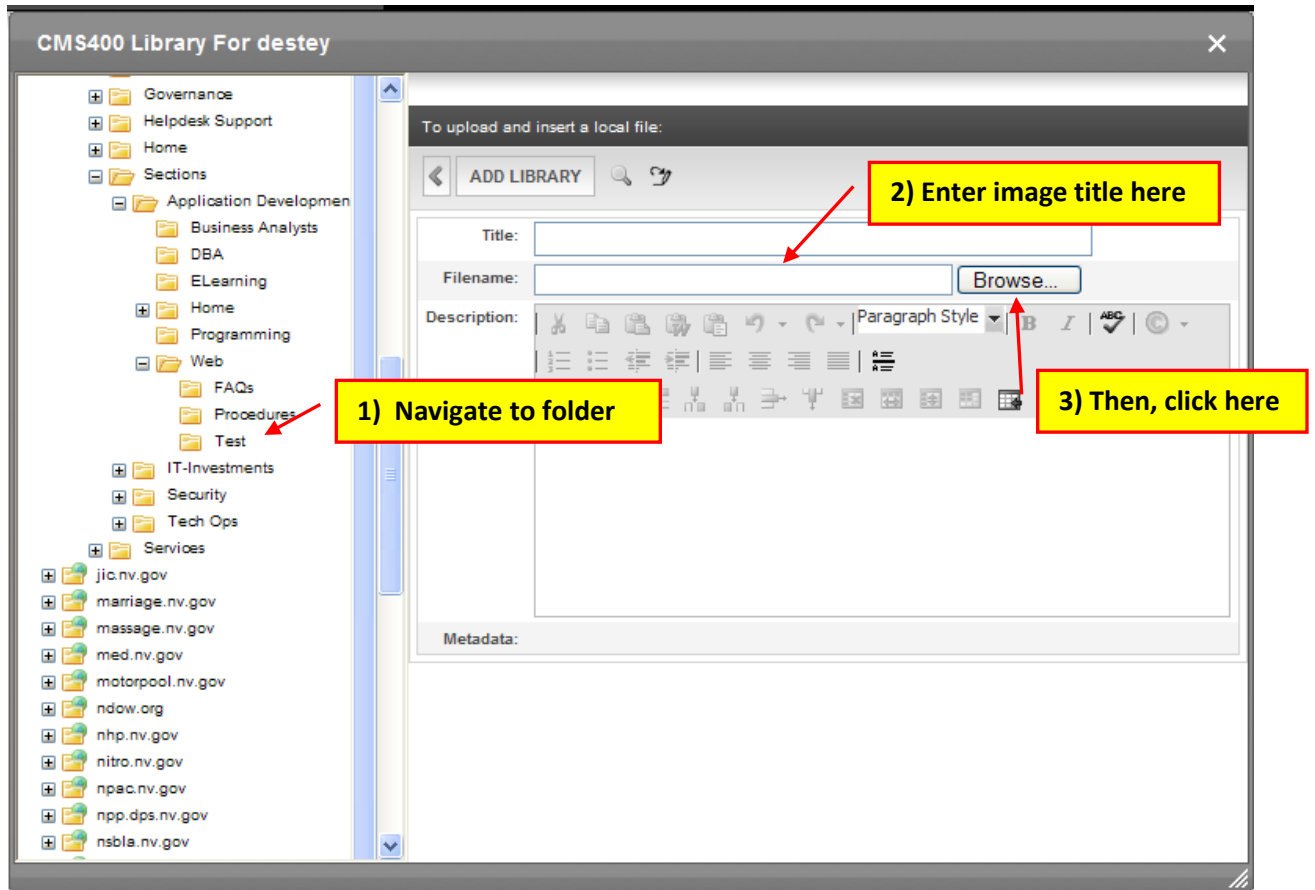
**OPTION 2 PROCEDURE** - In the CMS400 LIBRARY navigate in the left pane to the folder you uploaded the image to and then click the ADD LIBRARY button.



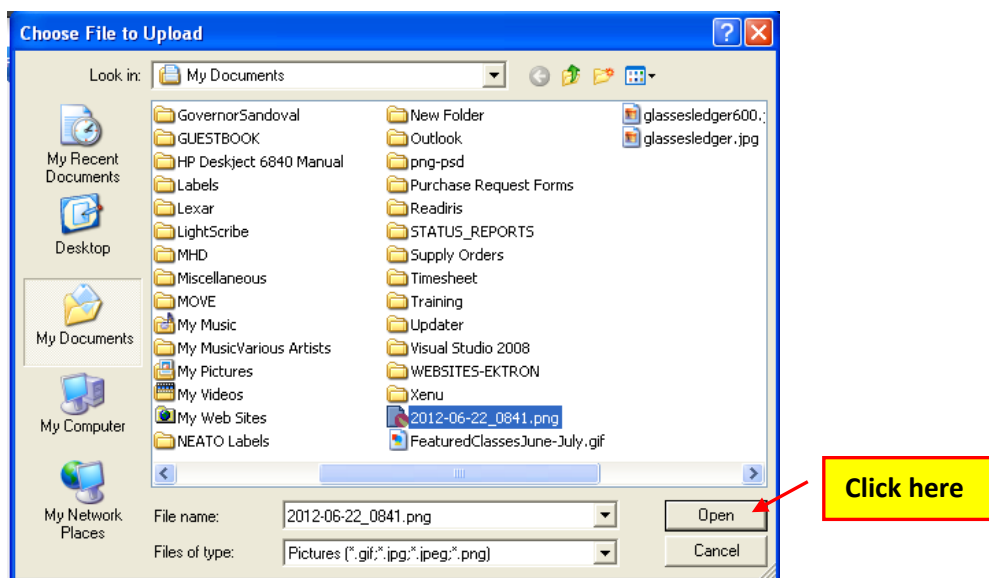


## OPTION 2 PROCEDURES CONTINUED

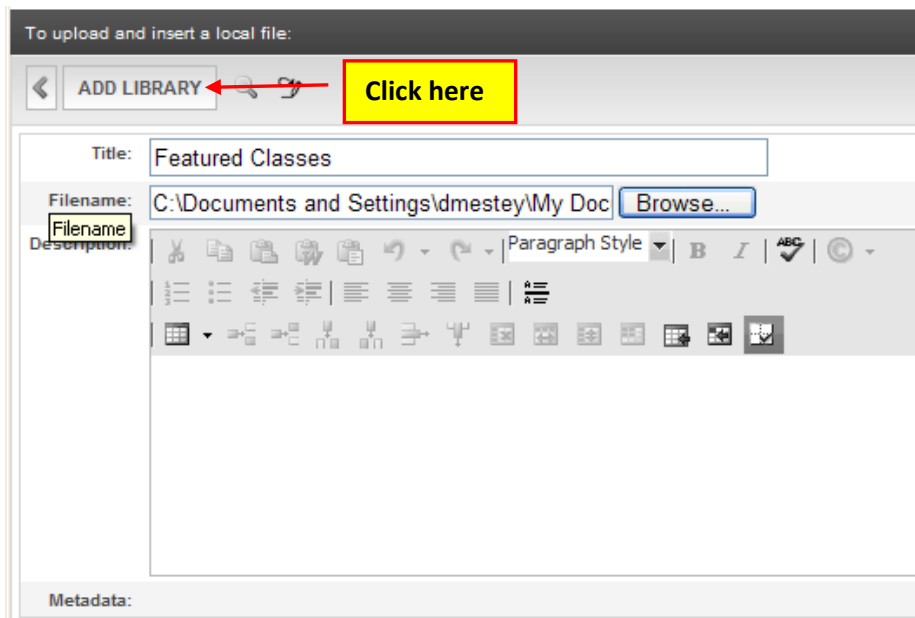
In the CMS400 LIBRARY navigate in the left pane to the folder you want to upload the image to, enter the image title and then click the BROWSE button.



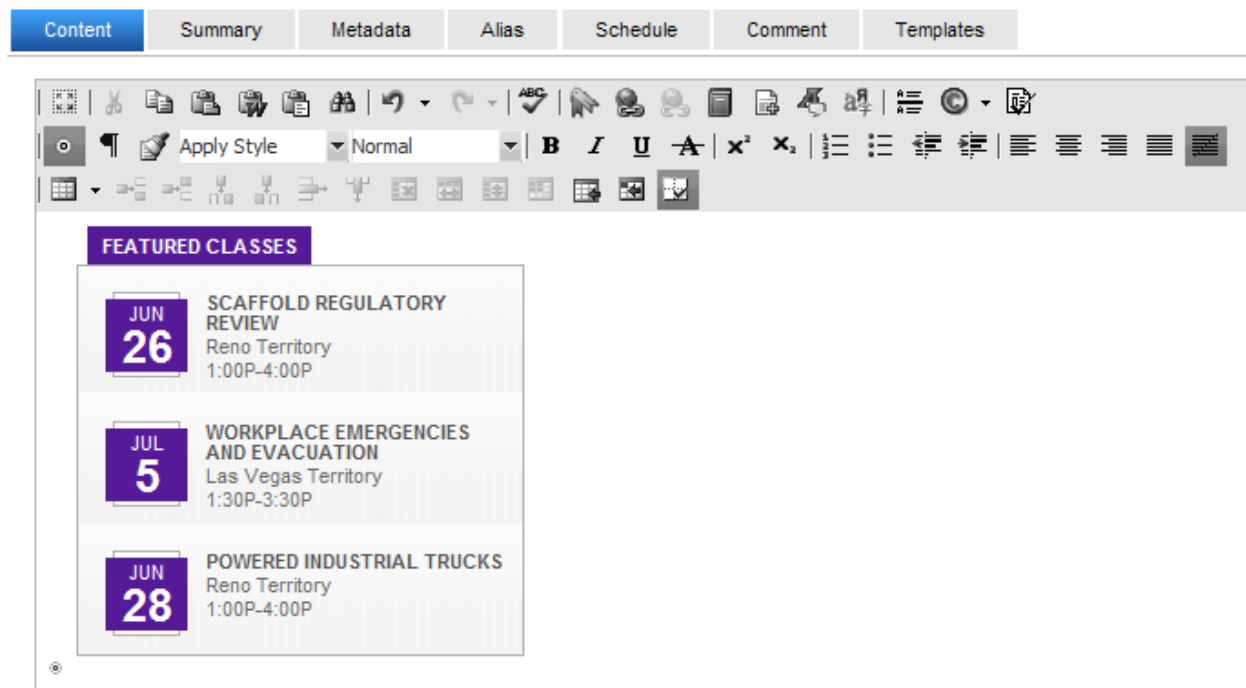
Navigate to and double-click on the image you want to upload, and then click OPEN.



When the dialog box below appears, click the ADD LIBRARY button to import the image to CMS and your page.



The finished product will look similar to the html content area below.



## Adding Bullets or Numbering to a Smart Form

Smart Form Templates:	Fields that Accept Bullets/Numbering
Links	Page Copy & Category Description
Meetings & Agendas	Page Copy only
Page	Paragraph field only
Page - Program	Paragraph Copy
Service Catalog	Page Paragraph & Description
Staff List	Page Paragraph & Description
Tab	DO NOT USE AT THIS TIME FOR ANYTHING

Open one of the smart forms listed above (for the example below the PAGE smart form template was used). Click in a field that accepts bullets/numbering. Type your list of items, making sure to hit the enter key between each one.

Paragraph:

- bagel
- muffin
- whole wheeat bread
- white bread
- Honey-wheat Berry

Image:


Click in a field that accepts bullets/numbering and create your list.

Highlight the list by selecting all of it.

Paragraph:

- bagel
- muffin
- whole wheeat bread
- white bread
- Honey-wheat Berry

Highlight to select entire list



Then, click on either the bullet or numbered list icon to add the bullets or numbering to the list.

## How to add a Table to a Smart Form

You can add a table to the following Smart Form templates:

- LINKS - Both the **Page Copy field** and the **Category Description** fields will accept tables.
- MEETINGS AND AGENDAS - is already set up as a table for you with 5 columns. You can have as many rows as you like, but are limited to five columns entitled Date, Location, Agenda, Minutes & Attachments.
- PAGE – Only the **Paragraph field** will accept a table.
- STAFF LIST - Both the **Page Copy** field and the **Description fields** will accept tables.
- SERVICE CATALOG – This template already contains a table for rates. However, it will also allow you to add a table in both the **Page Copy** field and the **Description fields**. *PLEASE NOTE: When using this template any tables you create will NOT be formatted the same as the table already contained in the template.*
- PAGE PROGRAM - Only the **Paragraph Copy field** will accept a table.

You can choose from one of two Table styles by selecting the appropriate style in the Smart Form as shown below.

The screenshot shows a Smart Form interface with a toolbar at the top. Below the toolbar, there are two input fields: "Page Title:" and "Page Paragraph:". The "Page Paragraph:" field contains a table with the following content:

Desc	Qty	Cost
Laptop	1	\$600

Below the table, there is a "Style:" label followed by a dropdown menu currently set to "Style 1". An arrow points from a yellow callout box to this dropdown menu.

Click this drop-down menu to change the style of the table. You have two options one in orange and one in blue.

**Click in a field and then choose the table icon and select the number of rows/columns you want the table to display.**

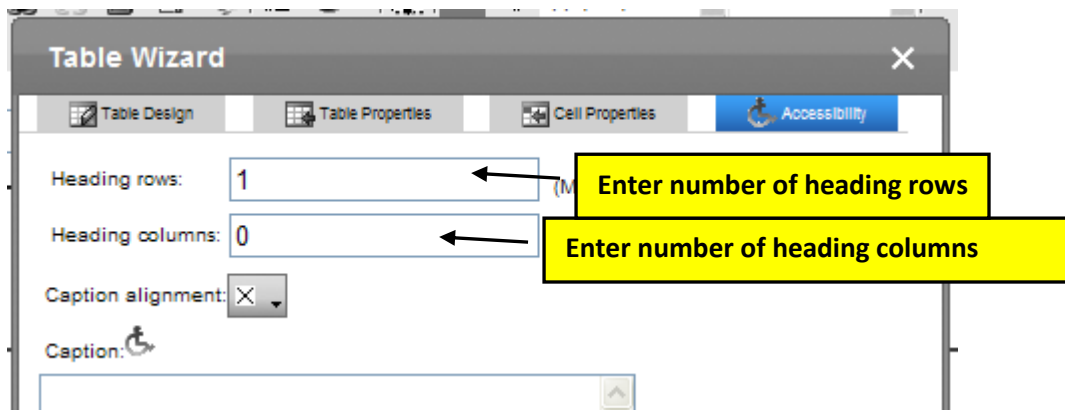
The screenshot shows a software interface with a top toolbar containing a 'PUBLISH' button and various icons. Below the toolbar is a 'Title' field with '[English (U.S.)]' next to it. A 'Content Searchable' checkbox is checked. A tabbed menu below includes 'Content', 'Summary', 'Metadata', 'Alias', 'Schedule', 'Comment', and 'Templates'. The 'Summary' tab is active, showing a 'Page Title (optional):' field, a 'Page Copy (optional):' field, and a 'Style (Choose layout type):' section with 'Style 1' selected. A yellow callout box with the text 'Click in this type of field.' points to the 'Page Copy' field. Another yellow callout box with the text 'Next, click the Table Icon and choose how many rows and columns should display in your table' points to the table icon in the toolbar.

**NOTE: DO NOT SET ANY CELL OR TABLE SIZES, IT WILL AUTOMATICALLY TAKE CARE OF THAT IN THE NEXT STEP.**

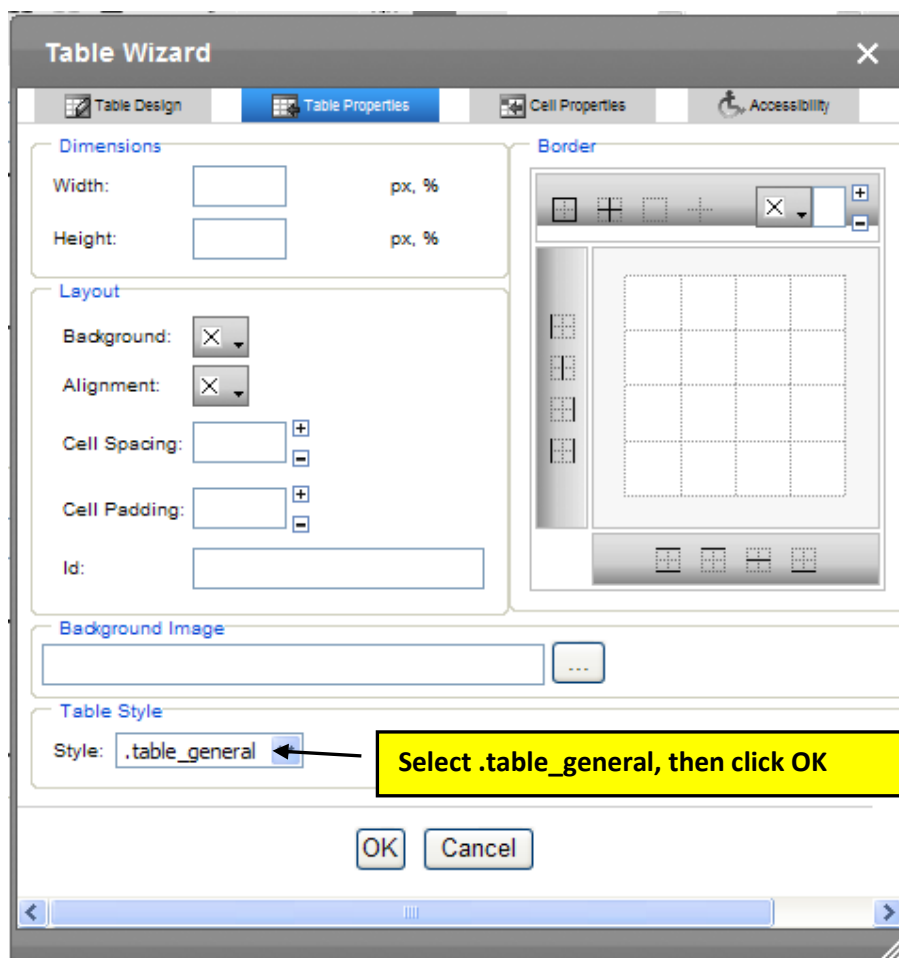
**Right-click in a cell in the table just created, and choose SET TABLE PROPERTIES. The following dialog box will appear. Click on the Accesibility Tab.**

The screenshot shows the 'Table Wizard' dialog box with four tabs: 'Table Design', 'Table Properties', 'Cell Properties', and 'Accessibility'. The 'Accessibility' tab is selected. The dialog shows a table with 2 columns and 2 rows. A yellow callout box with the text 'Click in the Accessibility tab' points to the 'Accessibility' tab.

When the following dialog box will appears. Enter the number of rows or columns you want to appear as table headings in the Heading Rows and Heading Columns fields, then click OK.



Next, click on the Table Properties tab. When the dialog box below appears, under Table Style, choose .table\_general, then click OK.



Your table will be formatted similar to the tables below when viewed in a browser.

**STYLE 1**

Tier	From	To	Rate	Amount

**STYLE 2**

Desc	Qty	Cost

Desc	Qty	Cost
Laptop	1	\$600

# Smart Form Page Layouts

Can be found online at [http://agency.nv.gov/Pages/Pages - Smart\\_Forms/](http://agency.nv.gov/Pages/Pages - Smart_Forms/).

5/22/13

Pages - SmartForms

Department of Agency  
Division of Agency  
DIVISION of AGENCY

NV.gov  
Agencies Jobs About Nevada

HOME PAGE DESIGNS PAGE LAYOUTS STAGING WEBSITE TEST MENU

Page Layouts

Page

Links

Meetings & Agendas

Press Releases

Glossary

Staff List

Social Media

Documents

Service Catalog

Program Page

Carousel

Countdown Clock

FAQs

Videos

Photos

Contact

Search

**PAGE LAYOUTS - SMART FORMS**

We have built out the most common *smart form* pages for agencies to use. A *smart form* is a form which guides content contributors to simply fill out a form to add content to a website while not having to know any HTML or programming languages. By using a smart form all content is added in a uniform and organize manner.

We will continually add new *smart forms* to the system and will post them here along with a sample of the features they provide. In the mean time choose a smart form type from the left menu to see a sample of the layout and the different style options to choose from.

**Page**

The page smart form provides content contributors a form to populate a general information page. The form provides for basic paragraph and images. It also provides for the selection of two header options.

**Links**

The links smart form can be utilized to display a list of related links. The options include building links by category along with 5 layout options.

**Meetings & Agendas**

Meetings and Agendas smart form provides for three unique styles to display minutes, agendas and attachments along with the date and time of each meeting. Content contributors can populate the full year and come back at any time before or after the meetings to post agendas, minutes and any attachments related to the meeting.

**Press Releases**

The press releases section is a combination of using the template and the smart forms. The listing of press items has only one style with the press release itself comes in two style options. The press release allows for content contributors to attach images, documents and links to the press release.

**Glossary**

Glossary provides a way to list definitions and terms related to the topic or agency. There are two styles to choose from.

agency.nv.gov/Pages/Pages - Smart\_Forms/

1/2



**Computer Operations**  
Provides computer-processing services (24 x 7 x 3 including maintenance and server farm. Also provide

**Contract Administration**  
Responsible for developing and issuing Requests / Technology components, contract review and issue State agency requests for IT consultants through I

**Data Networking (Silvertext)**  
OUI's statewide data network providing high-speed for State agencies, local and county governments Internet access, dialup and Virtual Private Network

**EXECUTIVE**

[Governor](#)  
[Lt. Governor](#)  
[Attorney General](#)  
[State Treasurer](#)  
[State Controller](#)  
[Secretary of State](#)

**LEGISLATURE**

[Legislature Website](#)  
[Legislature Meetings](#)  
[Find Your Legislator](#)  
[Nevada State Senate](#)  
[Nevada Assembly](#)

**ALERTS**

[Amber Alerts](#)  
[Fight Fraud](#)  
[Weather Alerts](#)  
[211- Service Information](#)  
[511 - Road Conditions](#)  
[911 - Emergency Help](#)

**HELP**

[Homework Help](#)  
[Nevada Maps](#)  
[USA.gov](#)

**ABOUT NEVADA**

[Tourism Information](#)  
[Economic Development](#)  
[Start a Business](#)  
[Find a Job](#)  
[Nevada Colleges & Universities](#)

**STATE EMPLOYEES**

[Health Benefits \(PEBP\)](#)  
[Time Sheets \(NEATS\)](#)

The Official State of Nevada Website | Copyright ©2012 State of Nevada - All Rights Reserved | [Privacy Policy](#)

# Adding Navigation and/or New Pages to Site

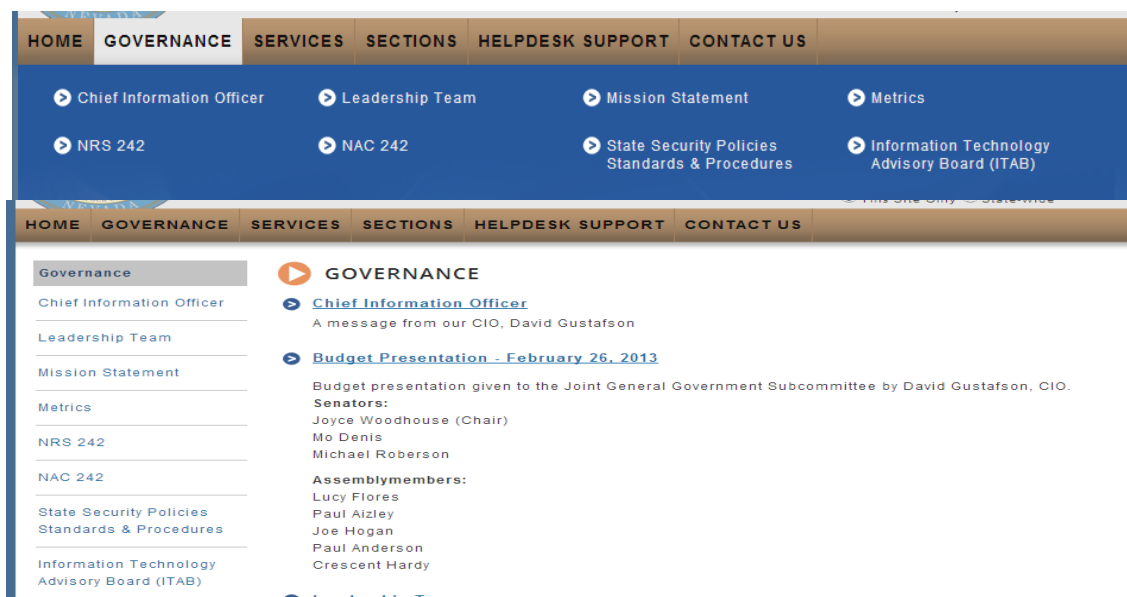
## Recommendations

1. When building the navigation bar or new pages be sure to view them in at least the top four browsers as each may render the page and the menu items slightly differently and you may find the navigation runs off the page in one browser while it does not in the others or that content is not displayed as expected in one browser while it is displayed as expected in all the other top browsers. The top five browsers at the time of this writing are:
  - a. Google Chrome (55-59% of users)
  - b. Mozilla Firefox (24-27% of users)
  - c. Internet Explorer (8-10% of users)
  - d. Safari (3-4% of users) - browser comes pre-installed on all Apple devices/computers (i.e., iPhone, iPad, etc.)
  - e. Opera (1-2% of users)

source: [http://www.w3schools.com/browsers/browsers\\_stats.asp](http://www.w3schools.com/browsers/browsers_stats.asp)
2. It is recommended that websites be organized so they have a maximum of 4 tiers and 3 tiers is preferred. After the fourth tier, the items included in the fifth, sixth, seventh tiers, etc. will no longer appear on the left navigation. For these pages it is recommended that links be added in the left or right content areas to facilitate navigation between pages within the section.

## Notes

1. On the category drop-down menu you will only see the 2<sup>nd</sup> tier menu items.
2. If you have too many items in a category drop-down they will not all appear in the drop-down area.
3. In order to have left navigation show on the left side of a page, the page must be included in the menu items. This means every page must fall out of the top navigation of the site.
4. If you have too many tiers the navigation will not appear on the left even though the items have been added to the menu.



## ***Add Menu Categories, Items to Drop-Down Menus, Left Content Navigation.***

Email [stateweb@admin.nv.gov](mailto:stateweb@admin.nv.gov) to request items be added to the top and left-navigation when you add links to the pages within your site.

## Logging Out

Close the WORKAREA by clicking on the 'X' in the top right corner, then direct your browser to <http://staging.nv.gov> and log out by clicking on the LOGOUT button.

Enterprise Information Technology Services  
**Web Staging Environment**

8.0 ENVIRONMENT DEMO WEBSITE SITE STATUS

**Official State Webteam Blog**

**No System Issues**  
3/19/2012 03:04:27 PM

No system issues at this time. Please contact State Web at [stateweb@admin.nv.gov](mailto:stateweb@admin.nv.gov) if you experience any issues.

Posted by Anthony Marcin

**Work Area Login**

[logout](#) [workarea](#) [preview](#)

**Sync to Production Status**

9am Sync:	6/15/2012 @ 9:01:50 AM
12pm Sync:	6/15/2012 @ 12:00:23 PM
3pm Sync:	6/15/2012 @ 3:00:27 PM
6pm Sync:	6/15/2012 @ 4:58:29 PM

**"Agency" Template Version**

Current Build: 2.1.026  
Build Date: 05/09/2012